

# STATE TRAINING FORMS



PUPIL TRANSPORTATION BRANCH  
KENTUCKY DEPARTMENT OF EDUCATION

DIVISION OF DISTRICT OPERATIONS  
PUPIL TRANSPORTATION BRANCH  
KENTUCKY DEPARTMENT OF EDUCATION

**INTRODUCTION**

The Training and Safety Branch within the Division of District Operations has put together this book of forms to aid you, the Driver Training Instructor, in documenting all training requirements. We hope you find it helpful at all levels of your training.

In Kentucky, we no longer want any Driver Training Instructor to train anyone because "that's the way we've always done it here." Know what you are supposed to do - and see it through. Chapter Two in your training manual gives you a step-by-step procedure in training your drivers. This booklet goes hand in hand with the step-by-step procedures in Chapter Two. A minimum of eighty percent (80%) must be scored on each activity to pass.

## APPLICATION

Have the applicant complete an application. (See the sample application.)

### SAMPLE SCHOOL BUS DRIVER APPLICATION

(Example of a form that may be used)

NAME:		AGE:	SEX:
CURRENT ADDRESS:			
HOW LONG HAVE YOU LIVED AT CURRENT ADDRESS?			
PREVIOUS ADDRESS:			
HOW LONG DID YOU LIVE THERE?			
SSN#	DOB:	PLACE:	
YEARS OF FORMAL EDUCATION COMPLETED:			
GRADE SCHOOL:	HIGH SCHOOL:	COLLEGE:	
CURRENT DRIVER'S LICENSE: OPERATOR'S		CDL:	
OTHER:	NUMBER:		STATE:
HAVE YOU HAD ANY TYPE OF VEHICLE ACCIDENT IN THE LAST THREE YEARS? YES: NO: IF YES, GIVE APPROXIMATE DATE:			
HAVE YOU BEEN ARRESTED FOR A MOVING TRAFFIC VIOLATION IN THE LAST THREE YEARS? YES: NO: IF YES, GIVE APPROXIMATE DATE:			
HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? YES: NO:			
TO THE BEST OF MY KNOWLEDGE, THE ANSWERS TO THE ABOVE QUESTIONS ARE COMPLETE AND CORRECT: DATE: SIGNATURE:			
REFERENCES (DO NOT USE RELATIVES, INCLUDE AT LEAST TWO PROFESSIONALS.)			
NAME	ADDRESS	PHONE	OCCUPATION

# INTERVIEW SHEET

DRIVER: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

## INTERVIEW

MAX SCORE 50

SCORE EARNED \_\_\_\_\_

PERSONAL APPEARANCE AND INTERVIEW EXAMINATION:		
TOPIC	MAX SCORE	SCORE EARNED
A. Personal Cleanliness and Wearing Apparel	10	
B. Personality	10	
C. General Attitude	15	
D. Job Interview:		
1. Why do you want to be a school bus driver?	3	
2. What qualifications do you have?	3	
3. Do you have a plan for pupil management? (Explain)	3	
4. Do you have previous over-the-road driving experience in a bus, truck or extended auto travel?	3	
5. Why should we consider you for this job?	3	
	TOTAL POSSIBLE:	50
	TOTAL SCORE:	

**EDUCATION VERIFICATION**

NAME: \_\_\_\_\_

HIGH SCHOOL DIPLOMA: \_\_\_\_\_

G.E.D.: \_\_\_\_\_

ENROLLMENT IN G.E.D. PROGRAM: \_\_\_\_\_

ATTACH COPY OF DOCUMENTATION

**PRE-EMPLOYMENT ROAD TEST**

**SCORE SHEET**

APPLICANTS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

BOARD OF EDUCATION: \_\_\_\_\_

The driver applicant should exhibit basic knowledge in the following:

	Acceptable	Unacceptable
1) Applicant followed instruction	_____	_____
2) Applicant was open to advice	_____	_____
3) Steering technique used:	_____	_____
Place check by technique used:		
a) Hand over Hand	_____	
b) Push-Pull	_____	
c) Palm	_____	
d) Hook	_____	
e) Other	_____	
4) Backing vehicle in straight line using mirrors only	_____	_____
5) Applicant consistently performed visual scan	_____	_____
6) Posture	_____	_____
a) Hand position on wheel	_____	_____
b) Right foot positioning on pedal	_____	_____
c) Adaptability to bus size	_____	_____

I recommend the applicant for enrollment into the Kentucky School Bus Driver Certification Program.

Yes \_\_\_\_\_ No \_\_\_\_\_

Comments:

\_\_\_\_\_  
 \_\_\_\_\_

Driver Training Instructor Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**MVR RELEASE AUTHORIZATION**

TRANSPORTATION DEPARTMENT

I, \_\_\_\_\_, DO HEREBY  
AUTHORIZE THE DIVISION OF DRIVER LICENSING TO RELEASE A FIVE (5) YEAR  
COPY

OF MY DRIVING RECORD TO THE \_\_\_\_\_.

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE

SUBSCRIBED IN MY PRESENCE AND SWORN UNTO ME THIS \_\_\_\_\_  
DAY

OF \_\_\_\_\_, 19 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

MY COMMISSION EXPIRES: \_\_\_\_\_

## **CRIMINAL RECORD CHECK**

A Criminal Record Check must be requested from the Kentucky State Police. Each school board must develop board policies outline employment parameters. The criminal record check must then be examined to determine whether the applicant qualifies to be admitted into the school bus driver training program.



**MEDICAL EXAMINATION REPORT**  
**For Commercial Driver Fitness Determination**

**1. DRIVER'S INFORMATION** Driver completes this section

Driver's Name (Last, First, Middle)		Social Security Number	Birthdate (mm/dd/yyyy)	Age	Sex <input type="checkbox"/> M <input type="checkbox"/> F
<input type="checkbox"/> New Certification <input type="checkbox"/> Recertification <input type="checkbox"/> Follow Up	Date of Exam	Driver License Number	License Class <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/> Other	State of Issue	
Address		City, State, Zip Code	Telephone Numbers Work ( ) Home ( )		

**2. HEALTH HISTORY** Driver completes this section, but medical examiner is encouraged to discuss with driver.

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Any illness or injury in last five years?	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes or elevated blood sugar controlled by:
<input type="checkbox"/>	<input type="checkbox"/>	Head/Brain injuries, disorders or illnesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> diet
<input type="checkbox"/>	<input type="checkbox"/>	Seizures, epilepsy <input type="checkbox"/> medication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> pills
<input type="checkbox"/>	<input type="checkbox"/>	Eye disorders or impaired vision (except corrective lenses)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> insulin
<input type="checkbox"/>	<input type="checkbox"/>	Ear disorders, loss of hearing or balance	<input type="checkbox"/>	<input type="checkbox"/>	Nervous or psychiatric disorders, e.g. severe depression <input type="checkbox"/> medication
<input type="checkbox"/>	<input type="checkbox"/>	Heart disease or heart attack; other cardiovascular condition <input type="checkbox"/> medication	<input type="checkbox"/>	<input type="checkbox"/>	Loss of, or altered consciousness
<input type="checkbox"/>	<input type="checkbox"/>	Heart surgery (valve replacement/bypass, angioplasty, pace-maker)	<input type="checkbox"/>	<input type="checkbox"/>	Fainting, dizziness
<input type="checkbox"/>	<input type="checkbox"/>	High blood pressure <input type="checkbox"/> medication	<input type="checkbox"/>	<input type="checkbox"/>	Sleep disorders, pauses in breathing while asleep, daytime sleepiness, loud snoring
<input type="checkbox"/>	<input type="checkbox"/>	Muscular disease	<input type="checkbox"/>	<input type="checkbox"/>	Stroke or paralysis
<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>	Missing or impaired hand, arm, foot, leg, finger, toe
<input type="checkbox"/>	<input type="checkbox"/>	Lung disease, emphysema, asthma, chronic bronchitis	<input type="checkbox"/>	<input type="checkbox"/>	Spinal injury or disease
<input type="checkbox"/>	<input type="checkbox"/>	Kidney disease, dialysis	<input type="checkbox"/>	<input type="checkbox"/>	Chronic low back pain
<input type="checkbox"/>	<input type="checkbox"/>	Liver disease	<input type="checkbox"/>	<input type="checkbox"/>	Regular, frequent alcohol use
<input type="checkbox"/>	<input type="checkbox"/>	Digestive problems	<input type="checkbox"/>	<input type="checkbox"/>	Narcotic or habit forming drug use

For any YES answer, indicate onset date, diagnosis, treating physician's name and address, and any current limitation. List all medications (including over-the-counter medications) used regularly or recently.

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I certify that the above information is complete and true. I understand that inaccurate, false or missing information may invalidate the examination and my Medical Examiner's Certificate.

Date

**Medical Examiner's Comments on Health History** (The medical examiner must review and discuss with the driver any 'yes' answers and potential hazards of medications, including over-the-counter medications, while driving.)

**TESTING (Medical Examiner completes Section -3 through 7)**

**Standard:** At least 20/40 acuity (Snellen) in each eye with or without correction. At least 70° peripheral in horizontal meridian measured in each eye. The use of corrective lenses should be noted on the Medical Examiner's Certificate.

**3. VISION**

**INSTRUCTIONS:** When other than the Snellen chart is used, give test results in Snellen-comparable values. In recording distance vision, use 20 feet as normal. Report visual acuity as a ratio with 20 as numerator and the smallest type read at 20 feet as denominator. If the applicant wears corrective lenses, these should be worn while visual acuity is being tested. If the driver habitually wears contact lenses, or intends to do so while driving, sufficient evidence of good tolerance and adaptation to their use must be obvious. Monocular drivers are not qualified.

Numerical readings must be provided.

ACUITY	UNCORRECTED	CORRECTED	HORIZONTAL FIELD OF VISION
Right Eye	20/	20/	Right Eye °
Left Eye	20/	20/	Left Eye °
Both Eyes	20/	20/	°

Applicant can recognize and distinguish among traffic control signals and devices showing standard red, green and amber colors? ☐ Yes ☐ No

Applicant meets visual acuity requirement only when wearing:

☐ Corrective Lenses

Monocular Vision: ☐ Yes ☐ No

Complete next line only if vision testing is done by an ophthalmologist or optometrist

Date of Examination \_\_\_\_\_ Name of Ophthalmologist or Optometrist (print) \_\_\_\_\_ Telephone No. \_\_\_\_\_ License No./State of Issue \_\_\_\_\_

Signature \_\_\_\_\_

**4. HEARING**

**Standard:** a) Must first perceive forced whispered voice  $\geq 5$  ft., with or without hearing aid, or b) average hearing loss in better ear  $\leq 40$  dB

☐ Check if hearing aid used for test.

☐ Check if hearing aid required to meet standard.

**INSTRUCTIONS:** To convert audiometric test results from ISO to ANSI, -14 dB from ISO for 500 Hz, -10 dB for 1,000 Hz, -8.5 dB for 2,000 Hz. To average, add the readings for 3 frequencies tested and divide by 3.

Numerical readings must be recorded.

a) Record distance from individual at which forced whispered voice can first be heard.

Right Ear

Left Ear

Feet

Feet

b) If audiometer is used, record hearing loss in decibels. (acc. to ANSI Z24.5-1951)

Right Ear

Left Ear

500 Hz

1000 Hz

2000 Hz

500 Hz

1000 Hz

2000 Hz

Average:

Average:

**5. BLOOD PRESSURE/PULSE RATE**

Numerical readings must be recorded.

Blood Pressure	Systolic	Diastolic
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Driver qualified if  $\leq 160/90$  on initial exam.

Pulse Rate	<input type="checkbox"/> Regular
	<input type="checkbox"/> Irregular

**GUIDELINES FOR BLOOD PRESSURE EVALUATION****On initial exam**

If 161-180 and/or 91-104, qualify 3 mos. only.

If  $> 180$  and/or 104, not qualified until reduced to  $< 181/105$ . Then qualify for 3 mos. only.

**Within 3 months**

If  $\leq 160$  and/or 90, qualify for 1 yr. Document Rx & control the 3rd month.

If  $\leq 160$  and/or 90, qualify for 6 mos. Document Rx. & control the 3rd month.

**Certify**

Annually if acceptable BP is maintained.

Biannally

Medical examiner should take at least 2 readings to confirm blood pressure.

**6. LABORATORY AND OTHER TEST FINDINGS**

Numerical readings must be recorded.

Urinalysis is required. Protein, blood or sugar in the urine may be an indication for further testing to rule out any underlying medical problem.

Other Testing (Describe and record)

URINE SPECIMEN	SP. GR.	PROTEIN	BLOOD	SUGAR
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**7. PHYSICAL EXAMINATION** Height: \_\_\_\_\_ (in.) Weight: \_\_\_\_\_ (in.)

The presence of a certain condition may not necessarily disqualify a driver, particularly if the condition is controlled adequately, is not likely to worsen or is readily amenable to treatment. Even if a condition does not disqualify a driver, the medical examiner may consider deferring the driver temporarily. Also, the driver should be advised to take the necessary steps to correct the condition as soon as possible particularly if the condition, if neglected, could result in more serious illness that might affect driving.

Check YES if there are any abnormalities. Check NO if the body system is normal. Discuss any YES answers in detail in the space below, and indicate whether it would affect the driver's ability to operate a commercial motor vehicle safely. Enter applicable item number before each comment. If organic disease is present, note that it has been compensated for.

See *Instructions to the Medical Examiner* for guidance.

BODY SYSTEM	CHECK FOR:	YES*	NO
1. General Appearance	Marked overweight, tremor, signs of alcoholism, problem drinking, or drug abuse.	<input type="checkbox"/>	<input type="checkbox"/>
2. Eyes	Pupillary equality, reaction to light, accommodation, ocular motility, ocular muscle imbalance, extraocular movement, nystagmus, exophthalmos, strabismus uncorrected by corrective lenses, retinopathy, cataracts, aphakia, glaucoma, macular degeneration.	<input type="checkbox"/>	<input type="checkbox"/>
3. Ears	Middle ear disease, occlusion of external canal, perforated eardrums.	<input type="checkbox"/>	<input type="checkbox"/>
4. Mouth and Throat	Irremediable deformities likely to interfere with breathing or swallowing.	<input type="checkbox"/>	<input type="checkbox"/>
5. Heart	Murmurs, extra sounds, enlarged heart, pacemaker.	<input type="checkbox"/>	<input type="checkbox"/>
6. Lungs and chest, not including breast examination	Abnormal chest wall expansion, abnormal respiratory rate, abnormal breath sounds including wheezes or alveolar rales, impaired respiratory function, dyspnea, cyanosis. Abnormal findings on physical exam may require further testing such as pulmonary tests and/or x-ray of chest.	<input type="checkbox"/>	<input type="checkbox"/>
7. Abdomen and Viscera	Enlarged liver, enlarged spleen, masses, bruits, hernia, significant abdominal wall muscle weakness.	<input type="checkbox"/>	<input type="checkbox"/>
8. Vascular System	Abnormal pulse and amplitude, carotid or arterial bruits, varicose veins.	<input type="checkbox"/>	<input type="checkbox"/>
9. Genito-urinary	Hernias.	<input type="checkbox"/>	<input type="checkbox"/>
10. Extremities - Limb impaired. Driver may be subject to SPE certificate if otherwise qualified.	Loss or impairment of leg, foot, toe, arm, hand, finger. Perceptible limp, deformities, atrophy, weakness, paralysis, clubbing, edema, hypotonia. Insufficient grasp and prehension in upper limb to maintain steering wheel grip. Insufficient mobility and strength in lower limb to operate pedals properly.	<input type="checkbox"/>	<input type="checkbox"/>
11. Spine, other musculoskeletal	Previous surgery, deformities, limitation of motion, tenderness.	<input type="checkbox"/>	<input type="checkbox"/>
12. Neurological	Impaired equilibrium, coordination or speech pattern; paresthesia, asymmetric deep tendon reflexes, sensory or positional abnormalities, abnormal patellar and Babinski's reflexes, ataxia.	<input type="checkbox"/>	<input type="checkbox"/>

\*COMMENTS: \_\_\_\_\_

Note certification status here. See *Instructions to the Medical Examiner* for guidance.

Meets standards in 49 CFR 391.41; qualifies for 2 year certificate

Does not meet standards

Meets standards, but periodic evaluation required

Due to \_\_\_\_\_ driver qualified for only:

**3** months \_\_\_\_\_ year

6 months \_\_\_\_\_ Other

☐ Temporarily disqualified due to (condition or medication):

Return to medical examiner's office for follow up on-

Wearing corrective lenses

Wearing hearing aid

Accompanied by a \_\_\_\_\_-waiver/exemption Skill Performance Evaluation (SPE) Certificate Of Driving within an exempt intracity zone Qualified by operation of 49 CFR 391.64

Medical Examiner's Signature

Medical Examiner's Name (print)-

Address-

Telephone Number--:

If meets standards, complete a Medical Examiner's Certificate according to 49 CFR 391.43(h).

(Driver must ca" certificate when operating a commercial vehicle.)

## 49 CFR 391.41 Physical Qualifications for Drivers

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### THE DRIVER'S ROLE

Responsibilities, work schedules, physical and emotional demands, and lifestyles among commercial drivers vary by the type of driving that they do. Some of the main types of drivers include the following: turn around or short relay (drivers return to their home base each evening); long relay (drivers drive 8-10 hours and then have an 8-hour off-duty period), straight through haul (cross country drivers); and team drivers (drivers share the driving by alternating their 4-hour driving periods and 4-hour rest periods).

The following factors may be involved in a driver's performance of duties: abrupt schedule changes and rotating work schedules, which may result in irregular sleep patterns and a driver beginning a trip in a fatigued condition; long hours; extended time away from family and friends, which may result in lack of social support; tight pickup and delivery schedules, with irregularity in work, rest, and eating patterns, adverse road, weather and traffic conditions, which may cause delays and lead to hurriedly loading or unloading cargo in order to compensate for the lost time; and environmental conditions such as excessive vibration, noise, and extremes in temperature. Transporting passengers or hazardous materials may add to the demands on the commercial driver.

There may be duties in addition to the driving task for which a driver is responsible and needs to be fit. Some of these responsibilities are: coupling and uncoupling trailer(s) from the tractor, loading and unloading trailer(s) (sometimes a driver may lift a heavy load or unload as much as 50,000 lbs. of freight after sitting for a long period of time without any stretching period); inspecting the operating condition of tractor and trailer(s) before, during and after delivery of cargo; lifting, installing, and removing heavy tire chains; and, lifting heavy tarpaulins to cover open top trailers. The above tasks demand agility, the ability to bend and stoop, the ability to maintain a crouching position to inspect the underside of the vehicle, frequent entering and exiting of the cab, and the ability to climb ladders on the tractor and/or trailer(s).

In addition, a driver must have the perceptual skills to monitor a sometimes-complex driving situation, the judgement skills to make quick decisions, when necessary, and the manipulative skills to control an oversize steering wheel, shift gears using a manual transmission, and maneuver a vehicle in crowded areas.

### 391.41 PHYSICAL QUALIFICATIONS FOR DRIVERS

(a) A person shall not drive a commercial motor vehicle unless he is physically qualified to do so and, except as provided in §391.67, has on his person the original, or a photographic copy, of a medical examinee's certificate that **he** is physically qualified to drive a commercial motor vehicle.

(b) A person is physically qualified to drive a motor vehicle if that person:

(1) Has no loss of a foot, a leg, a hand, or an arm, or has been granted a Skill Performance Evaluation (SPE) Certificate (formerly Limb Waiver Program) pursuant to §391.49.

(2) Has no impairment of: (i) A hand or finger which interferes with prehension or power grasping-, or (ii) An arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle: or has been granted a SPE Certificate pursuant to §391.49.

(3) Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control;

(4) Has no currently clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure.

(5) Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with his ability to control and drive a commercial motor vehicle safely.

(6) Has no current clinical diagnosis of high blood pressure likely to interfere with his ability to operate a commercial motor vehicle safely. (7) Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with his ability to control and operate a commercial motor vehicle safely.

(8) Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a commercial motor vehicle,

(9) Has no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with his ability to drive a commercial motor vehicle safely;

(10) Has distant visual acuity of at least 20/140 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/140 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/140 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green and amber;

(11) First perceives a forced whispered voice in the better ear not less than 5 feet with or without the use of a hearing aid, or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) 7-24.5-1951;

(12) (i) Does not use a controlled substance identified in 21 CFR 1308.11 Schedule 1, an amphetamine, a narcotic, or any other habit-forming drug. (ii) Exception: A driver may use such a substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who: (A) Is familiar with the driver's medical history and assigned duties; and (B) Has advised the driver that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a commercial motor vehicle; and,

(13) Has no current clinical diagnosis of alcoholism.

# INSTRUCTIONS TO THE MEDICAL EXAMINER

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## General Information

The purpose of this examination is to determine a driver's physical qualification to operate a commercial motor vehicle (CMV) in interstate commerce according to the requirements in 49 CFR 391.41-49. Therefore, the medical examiner must be knowledgeable of these requirements and guidelines developed by the FMCSA to assist the medical examiner in making the qualification determination. The medical examiner should be familiar with the driver's responsibilities and work environment and is referred to the section on the form, The Drive(s) Role.

In addition to reviewing the Health History section with the driver and conducting the physical examination, the medical examiner should discuss common perceptions and the over-the-counter medications relative to the side effects and hazards of these medications while driving. Educate driver to read warning labels on all medications. History of certain conditions may be cause for rejection, particularly if required by regulation, or may indicate the need for additional laboratory tests or more stringent examination perhaps by a medical specialist. These decisions are usually made by the medical examiner in light of the driver's job responsibilities, work schedule and potential for the condition to render the driver unsafe.

Medical conditions should be recorded even if they are not cause for denial, and they should be discussed with the driver to encourage appropriate remedial care. This advice is especially needed when a condition, if neglected, could develop into a serious illness that could affect driving.

If the medical examiner determines that the driver is fit to drive and is also able to perform non-driving responsibilities as may be required, the medical examiner signs the medical certificate which the driver must carry with his/her license. The certificate must be dated. Under current regulations, the certificate is valid for two years, unless the driver has a medical condition that does not prohibit driving but does require more frequent monitoring. In such situations, the medical certificate should be issued for a shorter length of time. The physical examination should be done carefully and at least as complete as indicated by the attached form. Contact the FMCSA at (202) 366-1790 for further information (a vision exemption, qualifying drivers under 49 CFR 391-64, etc.).

## Federal Motor Carrier Safety Regulations - Advise Criteria -

### Interpretation of Medical Statements

Since the issuance of the regulations for physical qualifications of commercial drivers, the Federal Motor Carriers Safety Administration (FMCSA) has published recommendations called Advisory Criteria to help medical examiners in determining whether a driver meets the physical qualifications for commercial driving. These recommendations have been condensed to provide information to medical examiners that (1) is directly relevant to the physical examination and (2) is not already included in the medical examiner's form. The specific regulation is printed in italics and its reference by section is highlighted.

#### Loss of Limb: § 391.41(b)(1)

A person is physically qualified to drive a commercial motor vehicle if that person:

*Has no loss of a foot, leg, hand or an arm, or has been granted a Skill Performance Evaluation (SPE) Certificate pursuant to Section 391.49.*

#### Limb Impairment: § 391.41(b)(2)

A person is physically qualified to drive a commercial motor vehicle if that person:

*Has no impairment of: - (i) A hand or finger which interferes with prehension or power grasping, or (ii) An arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or (iii) Any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or, (iv) Has been granted a Skill Performance Evaluation Certificate pursuant to Section 391.49.*

A person who suffers loss of a foot, leg, hand or arm or whose limb impairment in any way interferes with the safe performance of normal tasks associated with operating a commercial motor vehicle is subject to the Skill Performance Evaluation (SPE) Certification Program pursuant to section 391.49, assuming the person is otherwise qualified.

With the advancement of technology, medical aids and equipment modifications have been developed to compensate for certain disabilities. The SPE Certification Program (formerly the Limb Waiver Program) was designed to allow persons with the loss of a foot or limb or with functional impairment to qualify under the Federal Motor Carrier Safety Regulations (FMCSRS) by use of prosthetic devices or equipment modifications, which enable them to safely operate a commercial motor vehicle. Since there are no medical aids equivalent to the original body or limb, certain risks are still present, and thus restrictions may be included on individual SPE certificates when a State Director for the FMCSA determines they are necessary to be consistent with safety and public interest.

If the driver is found otherwise medically qualified (391.41(b)(3) through (13)), the medical examiner must check on the medical certificate that the driver is qualified only if accompanied by a SPE certificate. The driver and the employing motor carrier are subject to appropriate penalty if the driver operates a motor vehicle in interstate or foreign commerce without a current SPE certificate for his/her physical disability.

## INSTRUCTIONS TO THE MEDICAL EXAMINER (CONTINUED)

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federal Motor Carrier Safety Regulations - Advisory Criteria - (Continued)

### Diabetes

#### § 391.41 (b) (3)

A person is physically qualified to drive a commercial motor vehicle if that person:

*Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control.*

Diabetes mellitus is a disease, which, on occasion, can result in a loss of consciousness or disorientation in time and space. Individuals who require insulin for control has conditions, which can get out of control by the use of too much or too little insulin, or food intake not consistent with the insulin dosage. Incapacitation may occur from symptoms of hyperglycemic or hypoglycemic reactions (drowsiness, semi consciousness, diabetic coma or insulin shock).

The administration of insulin is, within itself, a complicated process requiring insulin, syringe, needle, alcohol sponge and a sterile technique. Factors related to a long-haul commercial motor vehicle operation, such as fatigue, lack of sleep, poor diet, emotional conditions, stress, and concomitant illness, compound the diabetic problem. Thus, because of these inherent dangers, the FMCSA has consistently held that a diabetic who uses insulin for control does not meet the minimum physical requirements of the FMCSRS.

Hypoglycemic drugs, taken orally, are sometimes prescribed for diabetic individuals to help stimulate natural body production of insulin. If the condition can be controlled by the use of oral medication and diet, then an individual may be qualified under the present rule.

(See Conference Report on Diabetic Disorders and Commercial Drivers and Insulin-Using Commercial Motor Vehicle Drivers at:

<http://www.fmcsa.dot.gov/rulingsregs/medreports.htm>)

### Cardiovascular Condition

#### § 391.41 (b) (4)

A person is physically qualified to drive a commercial motor vehicle if that person:

*Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse or congestive cardiac failure.*

The term "has no current clinical diagnosis of" is specifically designed to encompass: 'a clinical diagnosis or

(1) a current cardiovascular condition, or (2) a cardiovascular condition, which has not fully stabilized regardless of the time limit. The term 'known to be accompanied by' is defined to include: a clinical diagnosis of a cardiovascular disease (1) which is accompanied by symptoms of syncope, dyspnea, collapse or congestive cardiac failure; and/or (2) which is likely to cause syncope, dyspnea, collapse or congestive cardiac failure.

It is the intent of the FMCSRS to render unqualified, a driver who has a current cardiovascular disease which is accompanied by and/or likely to cause symptoms of syncope, dyspnea, collapse, or congestive cardiac failure. However, the subjective decision of whether the nature and severity of an individual's condition will likely cause symptoms of cardiovascular insufficiency is on an individual basis and qualification rests with the medical examiner and the motor carrier. In those cases where there is an occurrence of cardiovascular insufficiency (myocardial infarction, thrombosis, etc.), it is suggested before a driver is certified that he or she have a normal resting and stress electrocardiogram (ECG) no residual complications and no physical limitations, and taking no medication likely to interfere with safe driving.

Coronary artery bypass surgery and pacemaker implantation are remedial procedures and thus, not un-qualifying. Coumadin is a medical treatment, which can improve the health and safety of the driver and should not, by its use, medically disqualify the commercial driver. The emphasis should be on the underlying medical condition(s) which require treatment and the general health of the driver. The FMCSA should be contacted at (202) 366-1790 for additional recommendations regarding the physical qualification of drivers on coumadin.

(See Conference on Cardiac Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulingsregs/medreports.htm>)

### Respiratory Dysfunction

#### § 391.41 (b)(5)

A person is physically qualified to drive a commercial motor vehicle if that person:

*Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with ability to control and drive a commercial motor vehicle safely.*

Since a driver must be alert at all times, any change in his or her mental state is in direct conflict with highway safety. Even the slightest impairment in respiratory function under emergency conditions (when greater oxygen supply is necessary for performance) may be detrimental to safe driving.

There are many conditions that interfere with oxygen exchange and may result in incapacitation, including emphysema, chronic asthma, carcinoma, tuberculosis, chronic bronchitis and sleep apnea. If the medical examiner detects a respiratory dysfunction, that in any way is likely to interfere with the driver's ability to safely control and drive a commercial motor vehicle, the driver must be referred to a specialist for further evaluation and therapy. Anticoagulation therapy for deep vein thrombosis and/or pulmonary thromboembolism is not unqualifying once optimum dose is achieved, provided lower extremity venous examinations remain normal and the treating physician gives a favorable recommendation.

(See Conference on Pulmonary/Respiratory Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulingsregs/medreports.htm>)



## INSTRUCTIONS TO THE MEDICAL EXAMINER (CONTINUED)

### Federal Motor Carrier Safety Regulation's - Advisory Criteria - (Continued)

#### Hypertension §

##### 391.41(b)(6)

A person is physically qualified to drive a commercial motor vehicle if that person:

*Has no current clinical diagnosis of high blood pressure likely to interfere with ability to operate a commercial motor vehicle safely.*

Hypertension alone is unlikely to cause sudden collapse; however, the likelihood increases when target organ damage, particularly cerebral vascular disease is present. This regulatory criteria is based upon FMCSA's Cardiac Conference recommendations, which used the report of the 1984 Joint National Committee on Detection, Evaluation, and Treatment of High Blood Pressure.

A blood pressure of 161-180 and/or 91-104 diastolic is considered mild hypertension, and the driver is not necessarily unqualified during evaluation and institution of treatment. The driver is given a 3-month period to reduce his or her blood pressure to less than or equal to 160/90; the certifying physician should state on the medical certificate that it is only valid for that 3-month period. If the driver is subsequently found qualified with a blood pressure less than or equal to 160/90, the certifying physician may issue a medical certificate for 6 1-year period, but should confirm blood pressure control in the third month of this 1-year period. The individual should be certified annually thereafter. The expiration date must be stated on the medical certificate.

A blood pressure of greater than 180 systolic and/or greater than 104 diastolic is considered moderate to severe. The driver may not be qualified, even temporarily, until his or her blood pressure has been reduced to less than 181/105. The examining physician may temporarily certify the individual once the individual's blood pressure is below 181 and/or 105. For blood pressure greater than 180 and/or 104, documentation of continued control should be made every 6 months. The individual should be certified biannually thereafter. The expiration date must be stated on the medical certificate. Commercial drivers who present for certification with normal blood pressures but are taking medication (SE) for hypertension should be certified on the same basis as individuals who present with blood pressures in the mild or moderate to severe range. Annual recertification is recommended if the medical examiner is unable to establish the blood pressure at the time of diagnosis.

An elevated blood pressure finding should be confirmed by at least two subsequent measurements on different days. Inquiry should be made regarding smoking, cardiovascular disease in relatives, and immoderate use of alcohol. An electrocardiogram (ECG) and blood profile, including glucose, cholesterol, HDL cholesterol, creatinine and potassium, should be made. An echocardiogram and chest x-ray are desirable in subjects with moderate or severe hypertension.

Since the presence of target damage increases the risk of sudden collapse, group 3 or 4 hypertensive retinopathy, left ventricular hypertrophy not otherwise explained (echocardiography or ECG by Estes criteria), evidence of severely reduced left ventricular function, or serum creatinine of greater than 2.5 warrants the driver being found unqualified to operate a commercial motor vehicle in interstate commerce.

Treatment includes non-pharmacologic and pharmacologic modalities as well as counseling to reduce other risk factors. Most anti-hypertensive medications also have side effects, the importance of which must be judged on an individual basis. Individuals must be alerted to the hazards of these medications while driving. Side effects of somnolence or syncope are particularly undesirable in commercial drivers.

A commercial driver who has normal blood pressure 3 or more months after a successful operation for pheochromocytoma, primary aldosteronism (unless bilateral adrenalectomy has been performed), renovascular disease, or unilateral renal parenchymal disease, and who shows no evidence of target organ may be qualified. Hypertension that persists despite surgical intervention with no target organ disease should be evaluated and treated following the guidelines set forth above.

(See Conference on Cardiac Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulesregstmedreports.htm>)

#### Rheumatic, Arthritic, Orthopedic, Muscular, Neuromuscular or Vascular Disease § 391.41(b)(7)

A person is physically qualified to drive a commercial motor vehicle if that person:

*Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular or vascular disease which interferes with ability to control and operate a commercial motor vehicle safely.*

Certain diseases are known to have acute episodes of transient muscle weakness, poor muscular coordination (ataxia), abnormal sensations (paresthesia), decreased muscular tone (hypotonia), visual disturbances and pain which may be suddenly incapacitating. With each recurring episode, these symptoms may become more pronounced and remain for longer periods of time. Other diseases have more insidious onsets and display symptoms of muscle wasting (atrophy), swelling and paresthesia which may not suddenly incapacitate a person but may restrict his/her movements and eventually interfere with the ability to safely operate a motor vehicle. In many instances these diseases are degenerative in nature or may result in deterioration of the involved area.

Once the individual has been diagnosed as having a rheumatic, arthritic, orthopedic, muscular, neuromuscular or vascular disease, then he/she has an established history of that disease. The physician, when examining an individual, should consider the following: (1) the nature and severity of the individual's condition (such as sensory loss or loss of strength); (2) the degree of limitation present (such as range of motion); (3) the likelihood of progressive limitation (not always present initially but may manifest itself overtime); and (4) the likelihood of sudden incapacitation. If severe functional impairment exists, the driver does not qualify. In cases where more frequent monitoring is required, a certificate for a shorter time period may be issued. (See Conference on Neurological Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulesregstmedreports.htm>)

## INSTRUCTIONS TO THE MEDICAL EXAMINER (CONTINUED)

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Rev. 11101  
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### Federal Motor Carrier Safety Regulations - Advisory Criteria - (Continued)

#### Epilepsy

##### 5:391.41(b)(8)

A person is physically qualified to drive a commercial motor vehicle if that person:

*Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a motor vehicle.*

Epilepsy is a chronic functional disease characterized by seizures or episodes that occur without warning, resulting in loss of consciousness and/or seizures. Therefore, the following drivers cannot be qualified: (1) a driver who has a medical history of epilepsy; (2) a driver who has a current clinical diagnosis of epilepsy; or (3) a driver who is taking antiseizure medication.

If an individual has had a sudden episode of a non-epileptic seizure or loss of consciousness of unknown cause which did not require antiseizure Medication, the decision as to whether that person's condition will likely cause loss of consciousness or loss of ability to control a motor vehicle is made on an individual basis by the medical examiner in consultation with the treating physician. Before certification is considered, it is suggested that a 6-month waiting period elapse from the time of the episode. Following the waiting period, it is suggested that the individual have a complete neurological examination. If the results of the examination are negative and antiseizure or episode loss of consciousness that resulted from a known medical condition (e.g., drug reaction, high temperature, acute infectious disease, dehydration or acute metabolic disturbance), certification should be deferred until the driver has fully recovered from that condition and has no existing residual complications, and not taking antiseizure medication.

(See Conference on Neurological Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

#### Mental Disorders

##### § 391.41(b)(9)

A person is physically qualified to drive a commercial motor vehicle if that person:

*Has no mental, nervous, organic or functional disease or psychiatric disorder likely to interfere with ability to drive a motor vehicle safely.*

Emotional or adjustment problems contribute directly to an individual's level of memory, reasoning, attention and judgement. These problems often underlie physical disorders. A variety of functional disorders can cause drowsiness, dizziness, confusion, weakness or paralysis that may lead to in coordination, inattention, loss of functional control and susceptibility to accidents while driving. physical fatigue, headache, impaired coordination, recurring physical ailments and chronic 'nagging' pain may be present to such a degree that certification to commercial driving is inadvisable. Somatic and psychosomatic complaints should be thoroughly examined when determining an individual's overall fitness to drive. Disorders of a periodically incapacitating nature, even in the early stages of development, may warrant disqualification.

Many bus and truck drivers have documented that various troubles related to neurotic, personality, emotional or adjustment problems is responsible for significant fraction of their preventable accidents. The degree to which an individual is able to appreciate, evaluate and adequately respond to environmental strain and emotional stress is critical when assessing an individual's mental alertness and flexibility to cope with the stresses of commercial motor vehicle driving.

When examining the driver, it should be kept in mind that individuals who live under chronic emotional upsets may have deeply ingrained inadapative or erratic behavior patterns. Excessively antagonistic, instinctive, impulsive, openly aggressive, paranoid or severely depressed behavior patterns. Excessively antagonistic, instinctive, impulsive, openly aggressive, paranoid or severely depressed behavior greatly interfere with the driver's ability to drive safely. Those individuals who are highly susceptible to frequent states of emotional instability (schizophrenia, affective psychoses, paranoia, anxiety or depressive neuroses) may warrant disqualification. See Psychiatric Conference Report for specific recommendations on the use of these medications and potential hazards for driving.

(See Conference on Psychiatric Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

#### Vision

##### § 391.41 (b)(10)

A person is physically qualified to drive a commercial motor vehicle if that person:

*Has distant visual acuity of at least 20/40 (Snellen) in each eye with or without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.*

The term "ability to recognize the colors" is interpreted to mean if a person can recognize and distinguish among traffic control signals and devices showing standard red, green and amber, he or she meets the minimum standard, even though he or she may have some type of color perception deficiency. If certain color perception tests are administered. (such as Ishihara, Pseudoisochromatic, Yarn) and doubtful findings are discovered, a controlled test using signal red, green and amber may be employed to determine the driver's ability to recognize these colors.

Contact lenses are permissible if there is sufficient evidence to indicate that the driver has good tolerance and is well adapted to their use. Use of a contact lens in one eye for distance visual acuity and another lens in the other eye for near vision is not acceptable, or telescopic lenses acceptable for the driving of commercial motor vehicles.

If an individual meets the criteria by the use of glasses or contact lenses, the following statement shall appear on the Medical Examiner's

1  
Certificate: "Qualified only if wearing corrective lenses."

(See Visual Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)



## INSTRUCTIONS TO THE MEDICAL EXAMINER (CONTINUED)

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### Federal Motor Carrier Safety Regulations - Advisory Criteria - (Continued)

#### Hearing

##### § 391.41(b)(11)

A person is physically qualified to drive a commercial motor vehicle if that person:

*First perceives a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid, or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) Z24.5-1951.*

Since the prescribed standard under the FMCSRs in the American Standards (ANSI), it may be necessary to convert the audiometric results from the ISO standard to the ANSI standard. Instructions are included on the Medical Examination report form.

If an individual meets the criteria by using a hearing aid, the driver must wear that hearing aid and have it in operation at all times while driving. Also, the driver must be in possession of a spare power source for the hearing aid.

For the whispered voice test, the individual should be stationed at least 5 feet from the examiner with the ear being tested turned toward the examiner. The other ear is covered. Using the breath which remains after a normal expiration, the examiner whispers words or random numbers such as 66, 18, 23, etc. The examiner should not use only sibilants (s-sounding test materials). The opposite ear should be tested in the same manner. If the individual fails the whispered voice test, the audiometric test should be administered.

If the individual meets the criteria by the use of a hearing aid, the following statement must appear on the Medical Examiner's Certificate Qualified only when wearing a hearing aid.'

(See Hearing Disorders and Commercial Motor Vehicle Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

#### Drug Use

##### § 391.41(b)(12)

A person is physically qualified to drive a commercial motor vehicle if that person:

*Does not use a controlled substance identified in 21 CFR 1308.11, Schedule 1, an amphetamine, a narcotic, or any other habit-forming drug. Exception: A driver may use such a substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who is familiar with the driver's medical history and assigned duties; and has advised the driver that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a commercial motor vehicle.*

This exception does not apply to methadone. The intent of the medical certification process is to medically evaluate a driver to ensure that the driver has no medical condition which interferes with the safe performance of driver tasks on a public road. If a driver uses a Schedule I drug or other substance, an amphetamine, a narcotic, or any other habit-forming drug, it may be cause for the driver to be found medically unqualified. Motor carriers are encouraged to obtain a practitioner's written statement about the effects on transportation safety of the use of a particular drug.

A test for controlled substances is not required as part of this biennial certification process. The FMCSA or the driver's employer should be contacted directly for information on controlled substances and alcohol testing under Part 382 of the FMCSRS.

The term 'uses' is designed to encompass instances of prohibited drug use determined by a physician through established medical means. This may or may not involve body fluid testing. If body fluid testing takes place, positive test results should be confirmed by a second test of greater specificity. The term 'habit-forming' is intended to include any drug or medication generally recognized as capable of being habitual, and which may impair the user's ability to operate a Commercial motor vehicle safely.

The driver is medically unqualified for the duration of the prohibited drug(s) use and until a second examination shows the driver is free from the prohibited drug(s) use. Recertification may involve a substance abuse evaluation, the negative drug test result. Additionally, given that the certification period is normally two years, the examiner has the option to certify for a period of less than 2 years if this examiner determines more frequent monitoring is required.

(See Conference on Neurological Disorders and Commercial Drivers and Conference on Psychiatric Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

#### Alcoholism

##### § 391.41(b)(13)

A person is physically qualified to drive a commercial motor vehicle if that person:

*Has no current clinical diagnosis of alcoholism.*

The term "current clinical diagnosis of" is specifically designed to encompass a current alcoholic illness or those instances where the individual's physical condition has not fully stabilized, regardless of the time element. If an individual shows signs of having an alcohol-use problem, he or she should be referred to a specialist. After counseling and/or treatment, he or she may be considered for certification.

## SUPPLEMENT TO TC 94-35

School bus drivers must be tested for Tuberculosis upon initial employment.

Tuberculin Test required: Yes \_\_\_\_\_ No. \_\_\_\_\_

Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Date Given \_\_\_\_\_

Type of Test \_\_\_\_\_

Millimeters of Induration \_\_\_\_\_

Date Read \_\_\_\_\_ By Whom \_\_\_\_\_

**OR**

Date X-Ray Taken \_\_\_\_\_



No further follow-up necessary unless sign/symptoms of tuberculosis develop.

*If test positive, further follow-up with Mantoux is recommended by the Cabinet for Human Resources.*

The above named patient has received a tuberculin skin test, a chest x-ray, or other follow-up in accordance with current regulations.

\_\_\_\_\_  
(Date Issued)

\_\_\_\_\_  
(Private Physician/Health Department)

**MEDICAL EXAMINER'S CERTIFICATE**

I hereby certify that \_\_\_\_\_  
has been examined by me in accordance with the Kentucky Administrative Regulations concerning  
the physical fitness requirements for school bus drivers and in accordance with the particular items  
shown on Form TC94-35E **MEDICAL EXAMINATION REPORT FOR COMMERCIAL  
DRIVER FITNESS DETERMINATION**, which is on file in my office.

In my opinion, the above named person is physically and emotionally

QUALIFIED \_\_\_\_\_ DISQUALIFIED \_\_\_\_\_

to perform the duties of a school bus driver.

Qualified only while wearing glasses: Yes \_\_\_\_\_

No \_\_\_\_\_

Other qualification restrictions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ M.D.  
Medical Examiner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Medical Examiner's Signature

MEDICAL EXAMINER: Send this sheet to the Board of Education. This sheet will serve as  
the official record of your examination of the above named person.

KENTUCKY DEPARTMENT OF EDUCATION

## **PRE-EMPLOYMENT DRUG TEST**

As a condition for employment, a driver applicant must be administered a drug test. The results of the test must be screened and are confidential. The test results should be in a separate folder and not be in with the driver's training records.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 4  
CARE AND MAINTENANCE  
TEST**

**\*\* PLEASE ANSWER TRUE (T) OR FALSE (F) OR FILL IN THE BLANKS\*\***

1. \_\_\_\_\_ Crossing gates shall be inspected during a pre-trip inspection and, if inoperable, the bus shall be deadlined immediately.
2. \_\_\_\_\_ Cuts or bruises in a tire side wall should not affect the tires overall life.
3. \_\_\_\_\_ When depressed, the clutch's function is to disengage the transmission from the driveshaft.
4. \_\_\_\_\_ High speed is more detrimental to tires in cold weather than hot.
5. \_\_\_\_\_ The voltmeter indicates the amount of charge in the battery.
6. \_\_\_\_\_ The parking brake should be used only when parking. It is not permissible to engage the parking brake to hold the bus on a hill.
7. \_\_\_\_\_ Which bus component works on fluid or air pressure?
8. \_\_\_\_\_ All front tires require a minimum of two thirty-seconds of an inch (2/32") of tread in all major grooves.
9. \_\_\_\_\_ Four (4) emergency items to check on a Kentucky school bus are 1) fire extinguisher, 2) first-aid kit, 3) reflective triangles and 4) a body fluid clean-up kit.
10. \_\_\_\_\_ The alternator belt should have no more than three quarters of an inch (3/4") play.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 4  
CARE AND MAINTENANCE  
TEST**

**\*\* PLEASE ANSWER TRUE (T) OR FALSE (F) OR FILL IN THE BLANKS\*\***

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.

BEFORE PERFORMING PRE-TRIP INSPECTION CHOCK WHEELS AND SET PARKING BRAKE																																																																						
TURN IN DAILY IF DEFICIENCY IS NOTED, WEEKLY IF NO DEFICIENCIES ARE FOUND																																																																						
<b>DRIVERS SIGNATURE</b>		Sun _____	Date ____	Miles ____	Bus Safe to Drive Today Yes No Yes No Yes No Yes No Yes No Yes No		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td></td><td>Su</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td> </tr> <tr> <td>AM</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Midday</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PM</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Others</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>								Su	M	T	W	Th	F	Sa	AM								Midday								PM								Others								County: _____ Location: _____ Bus #: _____ Mechanic Signature: _____ Date: _____ <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Su</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> Check Here for No Deficiencies _____			Su	M	T	W	Th	F	Sa							
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ENGINE COMPARTMENT 1		PASSENGER ENTRY 5				AIR BRAKE TEST 8				REAR SUSPENSION (VISUAL) 10																																																												
C	Leaks Under Bus	C	Service Door and Handrails			C	Chock Wheels, Engine Off, Key, On, Button In			C	Leaf Springs																																																											
H	Front Lights, Lenses, Mirrors	H	Steps _____ Step Light _____			H	Leaks (Max. 2 P.S.I. Per Minute, No Brake Applied)			H	Spring Mounts																																																											
E	Windshield Condition	E	EMERGENCY EQUIPMENT 6			E	Leaks (Max. 3 P.S.I. Per Minute, With Service Brake Applied)			E	Torsion Shocks																																																											
C		C	Fire Extinguisher		Reflective Triangles (3)	C				C																																																												
K	Washer Fluid & Wiper Condition	K	First Aid Kit		Clean Up Kit	K	Alarm Activates (Approx. 60 P.S.I.)			K	Air Ride (If Equipped)																																																											
O	Hood Latch or Hold Downs	O	Spare Fuses			O	Button (Self Activates 40 – 10 P.S.I.)			O	REAR WHEELS																																																											
N	Oil Level	N	START ENGINE 7			N	PASSENGER COMPARTMENT 9			N	Tires																																																											
L	Transmission Fluid	L	Gear Shift & Clutch			L	INTERIOR			L	Rims																																																											
Y	Power Steering Fluid	Y	Oil Pressure			Y	Seats & Bus Floor Damage			Y	Lug Nuts, Drum Bolts																																																											
I	Belts, Hoses, Wiring	I	Air Gauges			I	Emergency Windows			I	Axle Seals – Inside & Outside																																																											
F	Steering Box & Linkage	F	Voltage & Amps			F	Roof Hatches			F	Spacers																																																											
D	Radiator Reservoir	D	Coolant Temperature			D	Emergency Doors			D	REAR OF BUS 11																																																											
E	Water Pump	E	Fuel Gauge			D	Big Yellow Loading Lights (Rear)			D	Emergency Door -Outside Seals																																																											
F	Air Compressor	E	Washers & Wipers			E	EXTERIOR			E	Clearance Lights																																																											
I	Alternator	F	Mirrors			F	Left Side		Right Side		F	4-Way Hazard Lights																																																										
C	Battery & Hold Downs	I	Heater Blowers			I	Stop Arm		Windows		I	Big Red Lights																																																										
I	FRONT SUSPENSION 2	C	Defrosters & Defroster Fans			C	Battery Box (Don't Open)		Clearance Lights		C	Brake Lights																																																										
E	Leaf Springs	I	Dash Lights, Light Indicators			I	Windows		Running Lights		I	Turn Signals																																																										
N	Spring Mounts	E	Dome Lights & Rear View Mirrors			E	Clearance Lights		Reflectors		E	Reflectors																																																										
T	Shocks	N	Big Red Lights & Stop Arm (Override)			N	Running Lights		Right Mirrors		N	License Plate & Lights																																																										
	FRONT BRAKES 3	T	Big Yellow Loading Lights (Front)			T	Reflectors		Damage		T	SPECIAL EQUIPMENT 12																																																										
	Brake Hoses		Head Lights – Hi-Low Beam				Left Mirrors					Wheel Chair Lift & door																																																										
	Brake Chambers		Clearance Lights				Damage					Wheel Chair Tie – Downs																																																										
	Slack Adjusters		Big Red Lights & Stop Arm				FUEL AREA 10					Wheel Chair Floor Tracks																																																										
	Drums		Strobe Light				Fuel Tank – Secure Leaks, Cap, Cage					Knife for Life																																																										
	FRONT WHEELS 4		Crossing Gate if Equipped (override)				(VISUAL) UNDER VEHICLE		(VISUAL) REAR BRAKES			Fire Blanket																																																										
	Rims		4-Way Hazard Lights (Front)				Drive Shaft & Guards		Brakes Hoses			OTHER 10																																																										
	Lug Nuts, Drum Bolts		Steering Play (Max 2" on 20" Wheel)				Exhaust System		Brake Chambers			Check Service Brake																																																										
	Hub Oil Seals		Driver's Seat & Seat Belt				Frame		Slack Adjusters																																																													
	Tires		Park Brake						Drums																																																													
			Horn																																																																			
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	Dash Panel	Emergency Panel	Others																																																																			

A pre-trip inspection of a forward control bus should be performed in the same manner as above. However, the driver should be advised that many components have to be inspected visually since it is impossible to manually check various engine parts. **WHITE-MAINTENANCE**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 8**  
**DRIVING FUNDAMENTALS**  
**TEST**

**\*ANSWER TRUE OR FALSE OR FILL IN THE BLANK\***

1. \_\_\_\_\_ The width of a full size school bus, excluding mirrors, is how many inches?
2. \_\_\_\_\_ When performing a visual scan, a school bus driver should look ahead how many seconds?
3. \_\_\_\_\_ Parking is prohibited within thirty feet (30') of a railroad crossing.
4. \_\_\_\_\_ The most effective steering technique is push-pull.
5. \_\_\_\_\_ An oil pressure gauge indicates how much oil you have in the bus.
6. \_\_\_\_\_ Warm up an engine at fast idle.
7. \_\_\_\_\_ A diesel engine should run at least three (3) minutes before it is shut down.
8. \_\_\_\_\_ Your foot should remain over the clutch at all times when you are driving.
9. \_\_\_\_\_ The correct hand position on the steering wheel is 9 and 2.
10. \_\_\_\_\_ When approaching a railroad crossing, a school bus driver should tap the brakes a minimum of how many times?
11. \_\_\_\_\_ It is not legal to pass another vehicle on the right at any time.
12. \_\_\_\_\_ The normal reaction time for most drivers is 1/2 second.
13. \_\_\_\_\_ Parking is prohibited within intersections.
14. \_\_\_\_\_ The distance a bus must stop at a railroad crossing is not less than fifteen (15) or more than thirty feet (30').
15. \_\_\_\_\_ The only turnabout that should be performed in a Kentucky school bus is a three point turnabout.



16. \_\_\_\_\_ School bus drivers should not turn right on red.
17. \_\_\_\_\_ An rectangular sign shape means information.
18. \_\_\_\_\_ A road sign with a red slash inside a circle means that something is prohibited.
19. \_\_\_\_\_ No person shall stop a school bus within 30 feet of any flashing beacon, stop sign, or traffic control signal located at the side of the road.
20. \_\_\_\_\_ You may legally stop a school bus in front of a driveway to load or unload students.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 8**  
**DRIVING FUNDAMENTALS**  
**TEST**

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 10  
DEFENSIVE DRIVING  
TEST**

**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

1. \_\_\_\_\_ The number one cause of traffic accidents is driver error.
2. \_\_\_\_\_ An example of a vehicle condition that could lead to a hazardous situation is the driver being intoxicated.
3. \_\_\_\_\_ Driver attitude usually has little effect on driving ability.
4. \_\_\_\_\_ When learning to drive a school bus, it is best to become knowledgeable by driving with children on board.
5. \_\_\_\_\_ Preventative maintenance is a vital part of defensive driving.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 10**  
**DEFENSIVE DRIVING**  
**TEST**

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 3**  
**KENTUCKY LAWS AND REGULATIONS GOVERNING SCHOOL BUS DRIVERS**  
**TEST**

**\*\* PLEASE ANSWER TRUE OR FALSE \*\***

1. \_\_\_\_\_ School bus drivers must obey all Kentucky Laws unless superceded by a state regulation.
2. \_\_\_\_\_ A law is a rule of conduct that has been enacted by the Kentucky State Police.
3. \_\_\_\_\_ A regulation is an aid in carrying out the law.
4. \_\_\_\_\_ The Department of Education adopts laws and regulations governing pupil transportation.
5. \_\_\_\_\_ Local school districts do not receive money for pupil transportation from the state. Transportation monies originate from the local tax base.
6. \_\_\_\_\_ All local boards of education in Kentucky are required to provide pupil transportation.
7. \_\_\_\_\_ Local boards of education are required to provide liability and indemnity insurance for school buses.
8. \_\_\_\_\_ All school sponsored trips must be chaperoned by a school faculty or staff member.
9. \_\_\_\_\_ All school buses must have folding stop signs.
10. \_\_\_\_\_ All traffic must stop for school buses loading or unloading students on a two-lane highway.
11. \_\_\_\_\_ The Kentucky Board of Education governs the design and operation of school buses.
12. \_\_\_\_\_ The Division of Pupil Transportation establishes guidelines and procedures for school bus specifications and purchasing.

13. \_\_\_\_\_ School buses are not required to stop at all railroad crossings at grade level.
14. \_\_\_\_\_ The Department of Education helps local districts provide economy in operation.
15. \_\_\_\_\_ Each local superintendent is responsible for monthly school bus inspections.
16. \_\_\_\_\_ Local superintendents are required to provide training for bus drivers.
17. \_\_\_\_\_ All Kentucky public school bus drivers hired after 7-31-89 are required to have on the road training.
18. \_\_\_\_\_ Local boards of education are not required to provide written contracts for all bus drivers.
19. \_\_\_\_\_ Local boards of education are required to make provisions for the mechanical maintenance for their districts' school buses.
20. \_\_\_\_\_ Local boards are not required to provide safety instruction for pupils riding buses, however it is recommended.
21. \_\_\_\_\_ All Kentucky school bus drivers are required to pass an annual physical examination.
22. \_\_\_\_\_ Each school principal is required to provide supervision and discipline relating to pupils riding buses.
23. \_\_\_\_\_ Bus drivers must report serious discipline problems to the principal.
24. \_\_\_\_\_ Drivers may carry firearms on a school bus if they are licensed to carry such.
25. \_\_\_\_\_ Principals are required to provide bus drivers with student rider names and addresses.
26. \_\_\_\_\_ A Kentucky public school bus driver must be a minimum of eighteen (18) years of age.
27. \_\_\_\_\_ A school bus driver must have the ability to recognize the colors of traffic signals.
28. \_\_\_\_\_ A school bus driver must have a current Kentucky driver license.

29. \_\_\_\_\_ Substitute bus drivers are not required to meet the same standards as regular drivers.
30. \_\_\_\_\_ A school bus driver must supervise the seating of students on the bus.
31. \_\_\_\_\_ Students riding a school bus cannot stand in the stepwell or landing area of the bus.
32. \_\_\_\_\_ School bus drivers who wear hearing aids, must have a spare battery with them when operating the bus.
33. \_\_\_\_\_ A student may bring a dog to school on the bus if the animal is to be used for class on that particular day.
34. \_\_\_\_\_ The driver is required to signal pupils that do not cross the roadway to board the bus.
35. \_\_\_\_\_ The driver is required to signal pupils that must cross the roadway to board the bus.
36. \_\_\_\_\_ The bus warning lights must be activated before the bus stops.
37. \_\_\_\_\_ A school bus may be filled with fuel while students are on the bus on extracurricular trips only.
38. \_\_\_\_\_ A bus driver may order a pupil off the bus.
39. \_\_\_\_\_ A school bus stop signal may be used at times other than when pupils get on and off the bus if it is an emergency situation.
40. \_\_\_\_\_ Each school bus driver is required to make a pre-trip inspection of his/her bus.
41. \_\_\_\_\_ All school bus drivers may drive over 35 miles per hour on interstates and intrastates only.
42. \_\_\_\_\_ A school bus driver must wear his/her seat belt at all times.
43. \_\_\_\_\_ Pupils must wait for a school bus at an assigned area.
44. \_\_\_\_\_ Pupils who cross the road must do so in front of the bus.
45. \_\_\_\_\_ Pupils must remain seated while the bus in motion.
46. \_\_\_\_\_ Pupils may extend only their hands out of the bus windows when the bus is not moving.

47. \_\_\_\_\_ Special Needs students may ride regular school buses.
48. \_\_\_\_\_ Pupils that attend vocational school may not ride local district school buses.
49. \_\_\_\_\_ Pupils that are blind and deaf can ride a school bus in Kentucky.
50. \_\_\_\_\_ A bus driver does not have to follow the local board adopted policies on transportation if the situation calls for other action.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**CHAPTER 3**  
**KENTUCKY LAWS AND REGULATIONS GOVERNING SCHOOL BUS DRIVERS**  
**TEST**

The answer key is only released to KDE endorsed trainers.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 6**  
**VEHICLE OPERATION CLASSROOM**  
**TEST**  
**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

1. \_\_\_\_\_ In rural driving, there is usually more dense traffic than in urban driving.
2. \_\_\_\_\_ Maximum speed limit for Kentucky school buses is determined by the Kentucky State Police.
3. \_\_\_\_\_ A school bus driver should periodically check the speedometer, at least every twelve (12) seconds.
4. \_\_\_\_\_ Fatigue is not one of the determining factors in increasing your following distance.
5. \_\_\_\_\_ “Blowing out of a curve” is another way of saying “maintaining a space cushion.”
6. \_\_\_\_\_ A Kentucky school bus driver should never make more than one (1) stop at an intersection as it could confuse other drivers.
7. \_\_\_\_\_ The brown color on a highway sign indicates public recreation area.
8. \_\_\_\_\_ A flashing yellow light means come to a complete stop, then continue on with caution.
9. \_\_\_\_\_ Yellow lines separate traffic going in the opposite direction.
10. \_\_\_\_\_ White lines separate traffic going in the same direction.

INSTRUCTOR’S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 6**  
**VEHICLE OPERATION CLASSROOM**  
**TEST**

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.

**THREE HOURS REQUIRED**  
**BEHIND THE WHEEL IN “VEHICLE OPERATION”**  
**DRIVING EXERCISE GRADING REPORT – PART I**

CANDIDATE: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ SCORE: \_\_\_\_\_

**\*\*DRIVERS ARE TO FOLLOW THE LAW AND GOOD DRIVING PROCEDURES AT ALL TIMES.\*\***

BASIC DRIVING SKILLS		PASS	FAIL	NEEDS IMPROVEMENT
1.	Perform Pre-Trip Inspection			
2.	Knowledge of Bus Controls and Gauges			
3.	Seat Belt Fastened			
4.	Hand Positioning on Steering Wheel 9 & 3 or 10 & 2			
5.	Proper Foot Positioning			
6.	Scanning: Constant Visual Monitoring			
7.	Follows Posted Traffic Signs & Signals			
8.	Steering Technique – Use of Hand Over Hand Only			
9.	Coachability			

INSTRUCTOR’S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 5**  
**PUPIL BEHAVIOR MANAGEMENT**  
**TEST**

**\*\*PLEASE ANSWER TRUE OR FALSE OR FILL IN THE BLANK\*\***

1. \_\_\_\_\_ Students who must cross the roadway when disembarking from the bus must cross at a distance between fifteen and fifty feet (15' and 50').
2. \_\_\_\_\_ The driver shall cancel the red signal loading/unloading lights after the students have reached the opposite side of the highway.
3. \_\_\_\_\_ Principals are responsible for reasonable behavior of pupils while in transit only.
4. \_\_\_\_\_ A positive reinforcer is a reward that follows a behavior and increases the possibility of that behavior occurring again.
5. \_\_\_\_\_ A negative reinforcer is a reward that precedes a behavior and increases the possibility of that behavior occurring again.
6. \_\_\_\_\_ In dealing with school bus riders, it is vital to be three (3) things. What are they?  
\_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_ Elementary age girls are greatly influenced by boys.
8. \_\_\_\_\_ Are elementary or secondary age students more physically active?
9. \_\_\_\_\_ Generally speaking, no child likes to get into trouble.
10. \_\_\_\_\_ As a school bus driver, there are times when ignoring improper behavior may be the best avenue if no other students are affected.
11. \_\_\_\_\_ Behavior problems tend to be the same, or very similar, in every district.
12. \_\_\_\_\_ Becoming friends with student riders is an excellent way to keep trouble to a minimum.
13. \_\_\_\_\_ The best time to address behavior problems is before they occur.

14. \_\_\_\_\_ Favoritism or showing extra attention to the problem child tends to usually make the driver's job easier.
15. \_\_\_\_\_ A school bus driver should drive using their right foot only when driving a bus equipped with an automatic transmission.
16. \_\_\_\_\_ The person who has the greatest input on student discipline on a school bus is whom?
17. \_\_\_\_\_ The student should be at the bus stop how long before the bus is scheduled to arrive?
18. \_\_\_\_\_ Eating or drinking on the bus is acceptable with the driver's permission.
19. \_\_\_\_\_ In order for a student to exit the bus at a location other than his/her assigned stop, he/she must have written permission from the superintendent's office.
20. \_\_\_\_\_ Pupil management involves the combined efforts of four  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (4) distinct groups. Name these groups.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 5**  
**PUPIL BEHAVIOR MANAGEMENT**  
**TEST**

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.

**THREE HOURS REQUIRED**  
**BEHIND THE WHEEL IN “VEHICLE OPERATION”**  
**DRIVING EXERCISE GRADING REPORT – PART II**

CANDIDATE: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ SCORE: \_\_\_\_\_

**\*\*DRIVERS ARE TO FOLLOW THE LAW AND GOOD DRIVING PROCEDURES AT ALL TIMES.\*\***

<b>BASIC DRIVING SKILLS</b>		<b>PASS</b>	<b>FAIL</b>	<b>NEEDS IMPROVEMENT</b>
1.	Perform Legal and Recognized Pre-Trip Inspection			
2.	Proper Seat Belt Usage			
3.	Hand Positioning on Steering Wheel 9 & 3 or 10 & 2			
4.	Proper Foot Positioning			
5.	Scanning: Constant Visual Monitoring			
6.	Follows Posted Traffic Signs & Signals			
7.	Steering Technique – Use of Hand Over Hand Only			
8.	Proper Use of Bus Controls			
9.	Knowledge of Bus Gauges - Placement			
10.	Proper Lane Positioning			
11.	Correct Lane Choice			
12.	Coachability			

INSTRUCTOR’S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 11  
CRITICAL SITUATIONS  
TEST**

**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

1. \_\_\_\_\_ The driver can improve his/her ability to correctly respond to a critical situation.
2. \_\_\_\_\_ A critical situation is any situation which may result in a collision.
3. \_\_\_\_\_ Critical situations are caused by driver action, roadway situations and/or vehicle malfunctions only.
4. \_\_\_\_\_ Critical situations allow adequate time for decision making and usually produce hurried responses.
5. \_\_\_\_\_ A critical situation may occur when tires lose their grip on the road surface, resulting in partial or total loss of vehicle control.
6. \_\_\_\_\_ There are several ways to minimize skidding but the best way is by matching speed to road and vehicle conditions.
7. \_\_\_\_\_ When a critical situation is caused by loss of brakes, the best response is to put the transmission in neutral.
8. \_\_\_\_\_ A school bus must carry at least one (1) fire extinguisher.
9. \_\_\_\_\_ The fire extinguisher to be carried on a post 1986 Kentucky school bus is rated as a 3A-40-DC type.
10. \_\_\_\_\_ When using a fire extinguisher, it should be held in an upright position, directed at the base of the fire and rotated with a side to side motion.
11. \_\_\_\_\_ There are four (4) portable reflectors required on a Kentucky school bus.
12. \_\_\_\_\_ Each reflector should be placed fifty feet (50') apart when staking out a school bus.

13. \_\_\_\_\_ There are times when a critical situation occurs of such severity, or poses such a threat to the passengers, that the best thing to do is evacuate the school bus.
14. \_\_\_\_\_ When a school bus is in a dangerous position, it should be evacuated.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 11**  
**CRITICAL SITUATIONS**  
**TEST**

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 13****FIRST AID (TEST)****\*\*PLEASE ANSWER TRUE OR FALSE\*\***

1. \_\_\_\_\_ First aid is the immediate and temporary care given to a victim of an accident/incident or sudden illness until medical services can be obtained.
2. \_\_\_\_\_ The three (3) primary first aid procedures are: restore breathing, control bleeding and prevent shock.
3. \_\_\_\_\_ Tourniquets should be used before trying pressure points.
4. \_\_\_\_\_ When minor first aid incidents occur, the supervisor need not be contacted.
5. \_\_\_\_\_ If an object lodges in a person's throat, give back blows immediately.
6. \_\_\_\_\_ Protective gloves should be worn when dealing with blood or blood products.
7. \_\_\_\_\_ If a bandage becomes soaked with blood, remove it and replace with a clean bandage as quickly as possible.
8. \_\_\_\_\_ The three (3) most common causes of shock are inadequate breathing, excessive bleeding and unsplinted fractures.
9. \_\_\_\_\_ The body temperature of a shock victim usually rises.
10. \_\_\_\_\_ A open fracture is usually associated with an open wound.
11. \_\_\_\_\_ Open fractures are usually more serious than closed because of tissue damage, danger of infection and bleeding.
12. \_\_\_\_\_ Abdominal thrusts and the Heimlich Maneuver are the only two (2) accepted methods of choking control for all ages.

- 13. \_\_\_\_\_ All drivers should know the limitations of their capabilities when giving first aid.
- 14. \_\_\_\_\_ Hepatitis B is more contagious than HIV.
- 15. \_\_\_\_\_ Drivers should report exposure to blood and blood products to their supervisor.
- 16. \_\_\_\_\_ Fainting is usually accompanied by a flushed face and extremely hot skin.
- 17. \_\_\_\_\_ Drivers should only use the body fluid clean-up kit for severe incidents.
- 18. \_\_\_\_\_ Drivers should be familiar with the contents of the bus first aid kit.
- 19. \_\_\_\_\_ The primary objective of first aid is to save lives.
- 20. \_\_\_\_\_ When giving first aid, the driver could cause further injury to the victim.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 13**  
**FIRST AID (TEST)**

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.

**THREE HOURS REQUIRED**  
**BEHIND THE WHEEL IN “VEHICLE OPERATION”**  
**DRIVING EXERCISE GRADING REPORT – PART III**

CANDIDATE: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ SCORE: \_\_\_\_\_

**\*\*DRIVERS ARE TO FOLLOW THE LAW AND GOOD DRIVING PROCEDURES AT ALL TIMES.\*\***

<b>BASIC DRIVING SKILLS</b>		<b>PASS</b>	<b>FAIL</b>	<b>REASON(S) FOR FAILURE</b>
1.	Perform Legal and Recognized Pre-Trip Inspection			
2.	Proper Seat Belt Usage			
3.	Hand Positioning on Steering Wheel 9 & 3 or 10 & 2			
4.	Proper Foot Positioning			
5.	Scanning: Constant Visual Monitoring			
6.	Merging and Exiting onto and from Roadway			
7.	Follows Posted Traffic Signs & Signals			
8.	Steering Technique – Use of Hand Over Hand Only			
9.	Proper Use of Bus Controls			
10.	Knowledge of Bus Gauges – Placement			
11.	Proper Lane Positioning and Space Cushion			
12.	Correct Lane Choice			
13.	Performance of a Legal and Accepted Two Point Turnabout (Back in, Pull out only)			
14.	Maintain Adequate Minimum Following Distance			
15.	Speed for Conditions			
16.	Intersection Negotiation and Right of Ways			
17.	Use of Proper Gear for all Situations			
18.	Coachability			

INSTRUCTOR’S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PART 1 (FIXED/OBJECTIVE SCORING)**

**DATE:** \_\_\_\_\_

[illegible]



## VEHICLE AT SPEED - PART I

### PHYSICAL AND VERBAL VEHICLE INSPECTION

TIME: \_\_\_\_\_

MAXIMUM SCORE - 50

SCORE EARNED - \_\_\_\_\_

A six (6) minute time limit is allowed to complete this test.

CONTESTANT WILL INFORM JUDGE OF EACH DEFECT LOCATED

DEFECT #1: \_\_\_\_\_ (9 POINTS) \_\_\_\_\_

DEFECT #2: \_\_\_\_\_ (9 POINTS) \_\_\_\_\_

DEFECT #3: \_\_\_\_\_ (9 POINTS) \_\_\_\_\_

DEFECT #4: \_\_\_\_\_ (9 POINTS) \_\_\_\_\_

DEFECT #5: \_\_\_\_\_ (9 POINTS) \_\_\_\_\_

USED SYSTEMATIC PROCEDURE \_\_\_\_\_ ( 5 POINTS) \_\_\_\_\_

ENTER TOTAL SCORE HERE,  
BUT NOT MORE THAN 50. \_\_\_\_\_

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## VEHICLE AT SPEED – PART I

### STOP LINE

MAXIMUM SCORE – 15

TOTAL DEMERITS - \_\_\_\_\_

SCORED EARNED: \_\_\_\_\_

1. Check each instance of bus being brought to a stop more than once.

(3) (3) (3) (3) (3) (Not more than 15 demerits) \_\_\_\_\_

2. Bus brought to final stop over stop line. (15 demerits) \_\_\_\_\_

3. After stop, measure distance to stop line. Score according to chart below:

0-2"		0 demerits	
2-4"		2 demerits	
4-6"		4 demerits	
6-8"		6 demerits	
8-10"		8 demerits	
10-12"		10 demerits	
12-14"		12 demerits	
14-16"		13 demerits	
16-18"		14 demerits	
18 +"		15 demerits	

4. Driver opens door at improper time, each occurrence 5 demerits. \_\_\_\_\_

**ENTER TOTAL OF ALL DEMERITS  
HERE BUT DO NOT ENTER MORE  
THAN 15** \_\_\_\_\_

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**VEHICLE AT SPEED – PART 1****RAILROAD CROSSING**

		MAXIMUM SCORE – 60 TOTAL DEMERITS -	
APPROACH		SCORE EARNED	
1.	Tap brakes four to five (4-5) times	5 demerits	
2.	Failure to check outside mirrors	5 demerits	
3.	Failure to check inside rearview mirror	5 demerits	
<b>STOP</b>			
4.	Failure to set parking brake.	30 demerits	
5.	Activates any lights except highlights, if needed	30 demerits	
6.	Failure to stop in right lane of roadway	10 demerits	
7.	Failure to turn off all noise makers	10 demerits	
8.	Failure to stop more than 15 feet and less than 50 feet from the nearest rail.	10 demerits	
9.	Failure to open door and window	10 demerits	
10.	Failure to check railroad tracks in both directions	60 demerits	
11.	Failure to check inside rear view mirror	5 demerits	
<b>CONTINUE</b>			
12.	Failure to keep bus in lowest gear while crossing tracks.	10 demerits	
13.	Failure to check outside mirrors	5 demerits	
14.	Failure to check inside rearview mirror	5 demerits	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 60			

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## VEHICLE AT SPEED – PART I

### RIGHT TURN

		MAXIMUM SCORE – 25 TOTAL DEMERITS -	
		SCORE EARNED	
1.	Failure to check mirrors	5 demerits	
2.	Failure to use correct (or any) turn signal	10 demerits	
3.	Failure to approach in proper lane	5 demerits	
4.	Failure to check traffic in both directions.	10 demerits	
5.	Turn corner too short (runs over inside curb – hits any cones)	10 demerits	
6.	Turns too wide (runs over outside curb – hits any cones)	10 demerits	
7.	Too fast for conditions	10 demerits	
8.	Failure to use hand over hand steering	25 demerits	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 25			

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## VEHICLE AT SPEED – PART I

### SERPENTINE

		MAXIMUM SCORE – 35 TOTAL DEMERITS -	
		SCORE EARNED	
1.	Check each instance of jerky or uneven movement of bus. (2) (2) (2) (2) (2)	Not more than 10 demerits	
2.	Check each instance of stopping during problem. (5) (5)	Not more than 10 demerits	
3.	Check each instance of bus touching marker standards. (7) (7) (7) (7) (7)	Not more than 35 demerits	
4.	Driver opens door – each occurrence	5 demerits	
5.	Does not complete problem or follow instructions	35 demerits	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 35			

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## VEHICLE AT SPEED – PART I

### OFFSET ALLEY

		MAXIMUM SCORE – 50 TOTAL DEMERITS -
		SCORE EARNED
1.	Check each instance of stopping forward motion of bus and charge 8 demerits for each instance. (Not more than 16 demerits) (8) (8)	
2.	Check each instance of barrier being touched, and charge 7 demerits for each instance. (Not more than 35 demerits) (7) (7) (7) (7) (7)	
3.	Check each instance of driver opening door and charge 5 demerits for each instance. (5) (5) (5)	
4.	Driver backs up bus (50 demerits)	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 50		

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## VEHICLE AT SPEED – PART I

### DIMINISHING CLEARANCE

		MAXIMUM SCORE – 50 TOTAL DEMERITS -	
		SCORE EARNED	
1.	Check each instance of jerky or uneven movement of bus. (Not more than 10 demerits) (2) (2) (2) (2) (2)		
2.	Check each instance of stopping forward motion of bus. (Not more than 10 demerits) (2) (2) (2) (2) (2)		
3.	Check each instance of bus touching marker standards. (Not more than 50 demerits) (10) (10) (10) (10) (10)		
4.	Driver opens door – each occurrence 5 demerits.		
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 50.			

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## VEHICLE AT SPEED – PART I

### STRAIGHT LINE

		MAXIMUM SCORE – 50 TOTAL DEMERITS -
		SCORE EARNED
1.	Check each instance of jerky or uneven movement of bus. (Not more than 10 demerits) (2) (2) (2) (2) (2)	
2.	Check each instance of stopping forward motion of bus. (Not more than 10 demerits) (2) (2) (2) (2) (2)	
3.	Check each instance of bus touching marker standards. (Not more than 50 demerits) (10) (10) (10) (10) (10)	
4.	Drives to either side of pair or markers. (Not more than 50 demerits) (10) (10) (10) (10) (10)	
5.	Does not complete problem or fails to follow instructions. (50 demerits)	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 50.		

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**VEHICLE AT SPEED – PART I****STUDENT LOADING**

		MAXIMUM SCORE – 75 TOTAL DEMERITS -	
STUDENT LOADING ZONE		SCORE EARNED	
1.	Failure to check left outside mirror	5 demerits	
2.	Failure to check inside mirror	5 demerits	
3.	Failure to check right outside mirror.	5 demerits	
4.	Failure to set parking brake.	25 demerits	
5.	Failure to activate 8-lamp system.	50 demerits	
6.	Bus stopped closer than 6 feet from student sign.	10 demerits	
7.	Failure to allow students to be seated before moving bus.	10 demerits	
8.	Failure to put transmission in neutral.	5 demerits	
9.	Failure to signal students to board bus.	25 demerits	
LEAVING STUDENT LOADING ZONE			
10.	Failure to check right outside mirror.	5 demerits	
11.	Failure to check inside mirror.	5 demerits	
12.	Failure to check left outside mirror.	5 demerits	
13.	Failure to check crossover mirror.	2 demerits	
14.	Failure to close door prior moving.	10 demerits	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 75			

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## VEHICLE AT SPEED – PART I

### BACK UP

MAXIMUM SCORE – 50

TOTAL DEMERITS - \_\_\_\_\_

SCORED EARNED: \_\_\_\_\_

1. Check each instance of bus being brought to a stop more than once.

(5) (5) (5) (5) (5) (Not more than 25 demerits) \_\_\_\_\_

2. Check each additional pull-up and charge 5 demerits for each occurrence.

(5) (5) (5) (5) (5) (Not more than 25 demerits) \_\_\_\_\_

3. Strikes marking standard backing in or pulling out. (50 demerits) \_\_\_\_\_

4. Centering bus in space:

0-1"		2 demerits	
1-2"		4 demerits	
2-3"		6 demerits	
3-4"		8 demerits	
4-5"		10 demerits	
5-6"		12 demerits	
6-7"		14 demerits	
7-8"		16 demerits	
8-9"		18 demerits	
9-10"		20 demerits	
10-11"		22 demerits	
11-12"		24 demerits	

5. Distance from rear barrier:

0-12"		0 demerits	
12-18"		5 demerits	
18-24"		10 demerits	
24-30"		15 demerits	
30-36"		20 demerits	
36-42"		25 demerits	

**ENTER TOTAL OF ALL DEMERITS HERE BUT DO NOT ENTER MORE THAN 50**

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**VEHICLE OPERATION AT SPEED**

**PART 2**

**(FLEXIBLE/SUBJECTIVE SCORING)**

LOCAL SCHOOL DISTRICT TRANSPORTATION DEPARTMENTS SHOULD USE THESE SCORE SHEETS TO VERIFY THAT “VEHICLE AT SPEED” WAS PERFORMED FOR A MINIMUM OF ONE (1) HOUR. THE FOLLOWING ITEMS MUST BE COVERED DURING THE “VEHICLE AT SPEED” PART 2 STAGE.

A.

A.	VEHICLE OPERATION AT SPEED – ONE (1) HOUR	PASS	FAIL	COMMENTS
1.	90 Degree left hand turn, range course to include 10 mph. (50’ outside radius and 36’ inside radius)			
2.	90 Degree right hand turn (same radius)			
3.	Irregular surface – driving right wheels off an irregular surface 3” curb or road at 10 mph in an 11’ landing area. Maneuver shall be performed at 75’ distance dimension, safe recovery.			
4.	Straight ahead panic brake at 20 mph on command. Stop the bus 30’ from designated stopping point and prior to reaching a marking cone 40’ from first cone.			
5.	Evasive maneuver through an opening, driving the serpentine right or left on tester command at 15mph hitting no cones. (80’ from opening to first cone, other cones 60’ apart) make 180 degree turn and serpentine opposite direction.			

INSTRUCTOR’S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 14**  
**TRANSPORTING STUDENTS WITH SPECIAL NEEDS**  
**TEST**

**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

1. \_\_\_\_\_ The driver cannot be expected to accept a special needs child as he/she would any child, since the child has obvious differences.
2. \_\_\_\_\_ The driver of a special needs bus should be fair, firm and consistent when dealing with pupil behavior management.
3. \_\_\_\_\_ There is a law that requires seat belts on special needs buses.
4. \_\_\_\_\_ Two types of seizures are aura and clonic spasms.
5. \_\_\_\_\_ During a tonic spasm seizure, a victim usually remains conscious.
6. \_\_\_\_\_ A petit mal seizure usually lasts less than thirty (30) seconds.
7. \_\_\_\_\_ An Emotionally Mentally Handicapped student has an IQ in the 75-50 range.
8. \_\_\_\_\_ When dealing with special needs students, it is almost impossible to have a set of clear-cut rules for the entire bus.
9. \_\_\_\_\_ Two of the things that parents and children expect from the driver when loading and unloading is care and protection.
10. \_\_\_\_\_ Any misunderstanding between the driver and the aide should be dealt with immediately at all times, so as to keep the lines of communication open.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 14**  
**TRANSPORTING STUDENTS WITH SPECIAL NEEDS**  
**TEST**

**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 16**  
**EXTRA-CURRICULAR TRIPS**  
**TEST**

**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

1. \_\_\_\_\_ The best way to ensure a safe and happy trip is through post-trip planning.
2. \_\_\_\_\_ Generally, departure times and locations are flexible.
3. \_\_\_\_\_ It is not necessary for the driver to have the name, address and phone number of the insurance carrier on a special trip.
4. \_\_\_\_\_ On an overnight trip, it is an excellent idea for the driver(s) to have a room of their own.
5. \_\_\_\_\_ On out-of-district trips, there should be no more than two-thirds of bus capacity on any one bus with middle and high school students.
6. \_\_\_\_\_ Usually, the driver plans the special trips routes.
7. \_\_\_\_\_ It is not necessary for the driver to have a list of the students on the bus since the school district has one.
8. \_\_\_\_\_ The maximum speed limit on an extra-curricular trip in a Kentucky school bus is five (5) miles per hour under the posted speed limit unless addressed in local board policy.
9. \_\_\_\_\_ Only on an extra-curricular trip can a Kentucky school bus tow a trailer behind the bus with written permission from the State Department of Education.
10. \_\_\_\_\_ Only on an extra-curricular trip can a Kentucky school bus be fueled while passengers are on board.
11. \_\_\_\_\_ Students should arrive for the extra-curricular trip thirty (30) minutes prior to departure.
12. \_\_\_\_\_ On athletic trips, a volunteer coach or volunteer assistant may serve as chaperone.

13. \_\_\_\_\_ On an extra-curricular trip, a rest stop should occur every ninety (90) minutes.
14. \_\_\_\_\_ The trip chaperone pays for all tolls.
15. \_\_\_\_\_ The length of the activity trip does not create additional problems in itself.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 16**  
**EXTRA-CURRICULAR TRIPS**  
**TEST**  
**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.



NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 12**  
**INCIDENTS AND EMERGENCY PROCEDURES**  
**TEST**  
**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

1. \_\_\_\_\_ Failure to yield the right of way is the most common driver violation that causes collisions.
2. \_\_\_\_\_ Defective brakes is the most common mechanical failure on a school bus.
3. \_\_\_\_\_ Young drivers have a lower accident rate than older drivers.
4. \_\_\_\_\_ Negligence on the part of a bus driver may result in the driver being liable for pupil injuries.
5. \_\_\_\_\_ The school board is directly responsible for maintaining a safe vehicle.
6. \_\_\_\_\_ State law requires that certain procedures be followed at the time of an incident.
7. \_\_\_\_\_ A school bus driver's first responsibility is to the passengers when an incident occurs.
8. \_\_\_\_\_ Three emergency reflectors are required equipment on all Kentucky school buses.
9. \_\_\_\_\_ A school bus should never be moved before the police officer arrives at the scene of an incident.
10. \_\_\_\_\_ A school bus driver should check for injuries after all incidents.
11. \_\_\_\_\_ A driver involved in an incident is required to give his/her name and address to the investigating officer.
12. \_\_\_\_\_ The local school district should give pertinent emergency information to give all drivers, including substitutes and coaches.

13. \_\_\_\_\_ During the investigation of an incident, pupils should be released to an adult at the scene to lessen confusion.
14. \_\_\_\_\_ A school bus should not drive through standing water.
15. \_\_\_\_\_ The danger of fire and unsafe conditions during a school bus emergency, requires passenger evacuation.
16. \_\_\_\_\_ State Regulations require pupil evacuation drills.
17. \_\_\_\_\_ There are four (4) emergency evacuation plans or procedures that should be followed.
18. \_\_\_\_\_ All school buses are equipped with a pick-head ax.
19. \_\_\_\_\_ The bus driver should not help with the emergency evacuation drill.
20. \_\_\_\_\_ Each Kentucky school bus is required to have a fire extinguisher as part of its equipment.
21. \_\_\_\_\_ The hazard flashers on a school bus should only be used to warn other motorists of a dangerous situation.
22. \_\_\_\_\_ All Kentucky school buses are required to have first-aid kits.
23. \_\_\_\_\_ The first three (3) first-aid procedures are (1) stop bleeding, (2) restore pulse and (3) prevent shock.
24. \_\_\_\_\_ There are three classes of fires that may occur on a bus: A, B and C.
25. \_\_\_\_\_ A school bus driver must know how, when and what to do if an emergency arises on the bus.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 12**  
**INCIDENTS AND EMERGENCY PROCEDURES**  
**TEST**  
**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 7**  
**LOADING AND UNLOADING TEST**  
**TEST**  
**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

1. \_\_\_\_\_ Consistency is of primary importance when teaching loading and unloading procedures.
2. \_\_\_\_\_ The transported student is in the greatest danger while riding on the school bus.
3. \_\_\_\_\_ The parking brake need not be set every time when loading or unloading since the service brake is being used.
4. \_\_\_\_\_ The yellow warning lights should be activated one hundred and fifty to two hundred feet (150' – 200') from the loading area.
5. \_\_\_\_\_ When loading, all students should line up, two abreast, in a straight line.
6. \_\_\_\_\_ Since the service brake is used when unloading students, the gear selector should not be moved.
7. \_\_\_\_\_ Stop arms need not be used on school grounds.
8. \_\_\_\_\_ Students who must cross the roadway should cross ten to fifteen feet (10'-15') in front of the bus.
9. \_\_\_\_\_ Students should arrive at the bus stop at least ten (10) minutes before the bus is to arrive.
10. \_\_\_\_\_ If a student should drop an object in the roadway, he/she should never stop and pick it up until the driver is made aware and gives permission.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 7**  
**LOADING AND UNLOADING TEST**  
**TEST**  
**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 9**  
**FORWARD CONTROL AND REAR ENGINE BUSES**  
**TEST**

**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

1. \_\_\_\_\_ The crossover mirror shows the front of the bus.
2. \_\_\_\_\_ The forward control bus has a longer wheelbase than a conventional bus.
3. \_\_\_\_\_ The Type D forward control bus has greater visibility to the rear than a conventional bus.
4. \_\_\_\_\_ Generally speaking the best steering technique for a non-tilt steering wheel is the push-pull method.
5. \_\_\_\_\_ Proper lane positioning is vital before turning at an intersection.
6. \_\_\_\_\_ Proper hand positioning on the steering wheel is at the clock position of 10 and 3.
7. \_\_\_\_\_ To counter steer is to turn the steering wheel counter clockwise.
8. \_\_\_\_\_ A right turn in a forward control bus can be made in less space than a right turn in a conventional bus.
9. \_\_\_\_\_ When making a left turn, the vehicle is moved partially into the intersection before starting the turn.
10. \_\_\_\_\_ Stopping distance is increased when operating a forward control bus.
11. \_\_\_\_\_ A Type D bus is a conventional bus.
12. \_\_\_\_\_ The housing for the engine compartment is commonly referred to as the dog house.
13. \_\_\_\_\_ Some differences between a forward control and conventional bus are mirrors, windshields and maneuverability.
14. \_\_\_\_\_ Drivers should climb onto the dog house to enter and exit the driver's seat on all forward control buses.

15. \_\_\_\_\_ Communication between driver and passenger is more difficult to achieve on a forward control bus.
16. \_\_\_\_\_ Rear engine buses compared to forward control buses provide increased visibility in the front of the bus.
17. \_\_\_\_\_ Rear engine buses are to be utilized on extra-curricular trips only.
18. \_\_\_\_\_ The driver area in a rear engine bus is quieter than one in a forward control bus.
19. \_\_\_\_\_ Due to its increased size and weight, rear engine buses require drivers to have a Class A. C.D.L.
20. \_\_\_\_\_ Rear engine buses require more maintenance than a forward control bus.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 9**  
**FORWARD CONTROL AND REAR ENGINE BUSES**  
**TEST**

**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.



NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 15**  
**COMMERCIAL DRIVERS LICENSE (CDL)**  
**TEST**  
**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

1. \_\_\_\_\_ An "L" restriction on your license means you can drive on interstate highways only.
2. \_\_\_\_\_ You should look ahead of your bus 12-15 seconds.
3. \_\_\_\_\_ Rear tires may be recapped.
4. \_\_\_\_\_ Stopping distance includes: perception distance, reaction distance and braking distance.
5. \_\_\_\_\_ Wet roads will triple your stopping distance.
6. \_\_\_\_\_ You should slow down before entering a curve, then speed up as you exit the curve.
7. \_\_\_\_\_ High beam headlights allow you to see 500-750 feet in front of you.
8. \_\_\_\_\_ In hot weather, you should check your tires every 3 hours or 150 miles.
9. \_\_\_\_\_ The use of brakes on a long steep downgrade is only a supplement to the braking effect of the engine.
10. \_\_\_\_\_ A hazard is any road condition or road user that is a possible danger.
11. \_\_\_\_\_ Most accidents are caused by driving too fast for road conditions.
12. \_\_\_\_\_ Inspecting the front slack adjusters is required during a pre-trip inspection.
13. \_\_\_\_\_ Front tires may be recapped.

14. \_\_\_\_\_ The driver's seat belt must be worn when transporting students only.
15. \_\_\_\_\_ When using the on again off again braking technique, the brake applications phase should last about 5 seconds.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHAPTER 15**  
**COMMERCIAL DRIVERS LICENSE (CDL)**  
**TEST**  
**\*\*PLEASE ANSWER TRUE OR FALSE\*\***

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.

## BUS ROUTE IDENTIFICATION, DRIVER REVIEW AND INSTRUCTION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ BUS # \_\_\_\_\_

### B. BUS ROUTE IDENTIFICATION, DRIVER REVIEW AND INSTRUCTION – TWO (2) HOURS

The driver applicant must drive a school bus route under the supervision of the driver training instructor with the school bus empty.

		PASS	FAIL	COMMENTS
<b>1.</b>	<b>SCHOOL LOADING/UNLOADING</b>			
a.	Loading and/or unloading steps followed (in sequence) 100% required on this activity			
b.	Loading area bus placement from curb			
c.	Proper use of lights			
<b>2.</b>	<b>SCHOOL BUS ROUTE DRIVING</b>			
a.	Proper transmission use			
b.	Blind curves			
c.	Hills			
d.	Proper downhill braking			
e.	High density traffic			
f.	Speed for conditions			
g.	Railroad negotiation			
<b>3.</b>	<b>PUPIL LOADING/UNLOADING ON ROUTES</b>			
a.	Loading and/or unloading steps followed (in sequence) 100% accuracy of all steps required for this activity			
b.	Students counted when entering/exiting the bus.			
c.	Mirror usage before stopping and before pulling away			
d.	Allow student to be seated before moving the bus.			

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**DRIVER REVIEW I**  
**DRIVING EXERCISE GRADING REPORT**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ BUS# \_\_\_\_\_

**REVIEW I**

**\*\*TO BE COMPLETED WITHIN FIVE (5) DAYS OF COMPLETION OF THE CORE CURRICULUM. TWO (2) HOURS MINIMUM REQUIREMENT.\*\***

SKILLS TESTED		PASS	FAIL	COMMENTS
A.	Seat belt fastened			
B.	Proper use of the turn signals.			
C.	Speed for conditions			
D.	Knowledge of all bus components/controls			
E.	Orderly and regimented mirror usage			
F.	Proper hand positioning on steering wheel			
G.	Acceptable two-point turnabout			
H.	Proper following distance - 4 seconds (5 seconds over forty miles per hour)			
I.	Continuous visual scanning			
J.	Proper foot positioning			
K.	Good posture			
L.	Loading and unloading steps followed in sequence (100% accuracy required for all steps for this activity)			
M.	Railroad negotiation			
N.	Hand over hand steering technique used exclusively			

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**100 QUESTION TEST**

(EACH QUESTION IS WORTH ONE (1) POINT IN ITS TOTALITY)

**ANSWER EACH QUESTION TRUE OR FALSE**

- \_\_\_\_\_ 1. A school bus driver can serve as his/her own chaperon on a extra-curricular trip if he/she is a member of the school faculty or administrative staff and his/her load is of reasonable age.
- \_\_\_\_\_ 2. When exiting a highway, a driver should know the exit number, watch for signs, signal to move into the correct lane and reduce speed just before entering the deceleration lane.
- \_\_\_\_\_ 3. The normal absolute speed limit for a highway construction area is 45 MPH, unless otherwise posted.
- \_\_\_\_\_ 4. It is legal to split the lanes when making a right turn from a four (4) lane street.
- \_\_\_\_\_ 5. Legally speaking, it is never permissible to pass another vehicle on the right.
- \_\_\_\_\_ 6. White lines separate traffic moving in opposite directions.
- \_\_\_\_\_ 7. The color white on a traffic sign indicates regulation.
- \_\_\_\_\_ 8. When stopping at railroad tracks, the stop shall be made not less than 15' or more than 50' from the nearest track.
- \_\_\_\_\_ 9. A solid yellow line is used to mark the edge of the roadway on the driver's right.
- \_\_\_\_\_ 10. Sustained periods of high speed driving tend to dull a person's judgement of speed.
- \_\_\_\_\_ 11. If you are being tailgated, you should increase your following distance.
- \_\_\_\_\_ 12. The Heimlich maneuver is used when a victim has an obstructed airway.
- \_\_\_\_\_ 13. The recommended initial technique to be used to control bleeding is the use of pressure points.
- \_\_\_\_\_ 14. The primary objective of first aid is to save lives.
- \_\_\_\_\_ 15. Shock is defined as a depressed state of many vital bodily functions.
- \_\_\_\_\_ 16. A multi-lane highway is defined as a highway with four (4) or more lanes.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**(TRUE OR FALSE)**

- \_\_\_\_\_ 17. There is no law that requires a turn signal to be used when lane changing.
- \_\_\_\_\_ 18. When turning in a motor vehicle equipped with signal lamps or mechanical signal devices, hand signals are not allowed.
- \_\_\_\_\_ 19. A school bus driver encounters more drunken drivers during daylight hours than after dark.
- \_\_\_\_\_ 20. All pupils who are entering the bus or leaving the bus shall wait until signalled to do so by the bus driver.
- \_\_\_\_\_ 21. A person shall not be employed as a Kentucky school bus driver if convicted of driving a motor vehicle under the influence of alcohol or any illegal drug within the last five (5) years.
- \_\_\_\_\_ 22. A criminal records and motor vehicle records (MVR) check shall be performed by a local district on new bus drivers prior to initial employment or after a break in service, excluding summers.
- \_\_\_\_\_ 23. Certified Kentucky school bus drivers shall complete annually an eight (8) hour in-service update, relevant to the core curriculum, prior to the beginning of the school year.
- \_\_\_\_\_ 24. All Kentucky public school buses transporting three (3) and four (4) year old children shall be staffed with a minimum of one (1) driver assistant.
- \_\_\_\_\_ 25. The superintendent shall require that a safety inspection be made on each school bus owned and operated by the board or contracted to the board, at least once each month.
- \_\_\_\_\_ 26. All persons who operate a Kentucky school bus must have a contract in which the terms of employment are clearly defined.
- \_\_\_\_\_ 27. A law that has been enacted by a legislative body is called a statute, thus the Kentucky Administrative Regulations.
- \_\_\_\_\_ 28. Pupils shall remain seated until the bus has come to a complete stop before leaving their seats.
- \_\_\_\_\_ 29. When loading students, the driver shall bring the bus to a complete stop approximately ten (10) feet from the nearest students.
- \_\_\_\_\_ 30. A state certified school bus driver must have an annual physical exam each school year.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**(TRUE OR FALSE)**

- \_\_\_\_\_ 31. An inoperable crossing gate discovered during the pre-trip inspection deadlines the bus until repairs are made.
- \_\_\_\_\_ 32. At 45 MPH, a four (4) second following distance should be maintained.
- \_\_\_\_\_ 33. An oil pressure gauge indicates how much oil you have in the bus.
- \_\_\_\_\_ 34. The front brake slack adjusters must be checked for play during a five minute walk-a-round.
- \_\_\_\_\_ 35. Failure to perform a pre-trip inspection on every bus you drive each and every day is a violation of state and Federal law.
- \_\_\_\_\_ 36. The use of service brakes on a long and/or steep downgrade is only a supplement to the braking effect of the engine.
- \_\_\_\_\_ 37. If a front hub oil seal is leaking, it can increase the stopping distance of your vehicle.
- \_\_\_\_\_ 38. When braking a bus with ABS type brakes, you pump the brakes to stop.
- \_\_\_\_\_ 39. The loading steps to be performed by a driver is broken down into four (4) categories: 1) approach; 2) stop; 3) loading and 4) door.
- \_\_\_\_\_ 40. There are instances when a school bus stop should be made in an intersection.
- \_\_\_\_\_ 41. When turning a forward control bus, a driver should turn earlier than when turning a conventional style bus.
- \_\_\_\_\_ 42. The best and most efficient steering technique is controlled slipping.
- \_\_\_\_\_ 43. A concave mirror has the mirror center higher than its sides.
- \_\_\_\_\_ 44. Egress means "to enter."
- \_\_\_\_\_ 45. The expert driver adjusts his/her speed to specific road and traffic conditions.
- \_\_\_\_\_ 46. The school bus eight (8) light system may be used in an emergency as well as when students are loading or unloading the bus.
- \_\_\_\_\_ 47. The crossing gate shall not be used on school grounds.
- \_\_\_\_\_ 48. When evacuating a school bus, the students should move to a minimum distance of 100 feet from the bus.



NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**(TRUE OR FALSE)**

- \_\_\_\_\_ 49. The stop arm shall be used at all times when loading or unloading students, this includes while on school property.
- \_\_\_\_\_ 50. A driver should always set the parking brake when loading or unloading students to avoid driver error that may allow the bus to move.

**FILL IN THE BLANKS WITH THE APPROPRIATE ANSWER(S)**

51. Between \_\_\_\_\_ and \_\_\_\_\_ feet from the loading zone, the driver shall activate the big yellow loading lights.
52. When a vehicle \_\_\_\_\_, the tires lose contact with the road and ride on a thin film of water.
53. If your bus begins to skid, immediately turn the wheel in the \_\_\_\_\_ (same/opposite) direction as the skid.
54. Each student who rides a school bus must receive \_\_\_\_\_ emergency evacuation drills per year.
55. There a total of eight (8) emergency evacuation options, but only \_\_\_\_\_ should be practiced.
56. A school bus driver will make close to \_\_\_\_\_ major decisions every mile.
57. There are \_\_\_\_\_ different classifications of fires.
58. All Kentucky school buses are equipped with (how many) \_\_\_\_\_ reflective triangles?
59. The number of driver assistants required on a school bus transporting three (3) and four (4) year old children shall be recommended to the superintendent by the \_\_\_\_\_ or \_\_\_\_\_.
60. The width of a Kentucky school bus, excluding mirrors is \_\_\_\_\_ (state feet or inches).

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CIRCLE THE BEST ANSWER**

61. The person(s) designated by the Board of Education who is responsible for the discipline of pupils who ride school buses is the:
- a. school bus driver
  - b. transportation director
  - c. principal
62. School bus drivers shall be provided with a list of students who ride their bus by:
- a. the principal
  - b. the superintendent
  - c. the transportation director
63. A school bus driver should look ahead when driving, a minimum of:
- a. 4-5 seconds
  - b. 1/2 of a mile
  - c. 12-15 seconds
64. If you are driving a Kentucky school bus, you should have a minimum of \_\_\_\_\_ seconds following distance when traveling over 40 MPH.
- a. 4
  - b. 5
  - c. 12

**(MULTIPLE CHOICE)**

65. The proper method to negotiate a curve is to brake:
- a. when coming out of the curve
  - b. in the middle of the curve
  - c. before entering the curve
66. In heavy traffic, it is best to:
- a. drive at the speed of other traffic; provided the traffic is moving below the posted speed limit
  - b. drive slowly on the extreme right
  - c. pass cars until you find an open space ahead

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**(MULTIPLE CHOICE)**

67. The person who recommends whether the crossing gate is to be used on school grounds is:
- a. superintendent
  - b. driver training instructor
  - c. transportation director
68. Skids are generally caused by:
- a. driving too fast for the road conditions
  - b. too much air in the tires
  - c. poorly adjusted brakes
69. Most traffic accidents are the result of:
- a. mechanical defects of the bus
  - b. bad weather conditions
  - c. errors in the driver's judgement
70. A bus driver who cuts the corner too closely when making a right turn, causing his wheels to go over the curb, is probably:
- a. a poor judge of distance in other situations too
  - b. deliberately trying to save time
  - c. a safe driver in other ways
71. When parallel parking on the right edge of the roadway, with a curb and on an upgrade, it is best to:
- a. turn the front wheels turned toward the edge of the road
  - b. turn the front wheels turned toward the center of the road
  - c. keep the front wheels pointed straight ahead
72. When approaching a traffic signal showing a flashing red light, you should:
- a. continue at a reasonable speed provided no cars are approaching on the side streets
  - b. stop and remain stopped until a green light appears
  - c. come to a full stop and proceed with caution when clear
73. Which of these turning movements is involved in the most serious types of accidents?
- a. right turns
  - b. left turns
  - c. turns into private driveways

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**(MULTIPLE CHOICE)**

74. When approaching oncoming vehicles at night, you should:
- a. use lower headlight beams
  - b. use upper headlight beams
  - c. use parking lights
75. When meeting a car with glaring headlights, you should:
- a. watch the right side of the road
  - b. turn on your own bright lights
  - c. watch the center line of the road
76. The most common driver violations that result in an accident is:
- a. speeding
  - b. failure to yield right of way
  - c. failure to use proper turn indicators
77. Children of what ages are generally considered capable of recognizing traffic danger?
- a. 5 to 6 years of age
  - b. 7 to 8 years of age
  - c. 10 to 12 years of age
78. Normal following distances should be \_\_\_\_\_ on highways because traffic in front of you is traveling at a higher rate of speed
- a. reduced
  - b. increased
  - c. about the same
79. Defective exhaust systems can contribute to
- a. carbon monoxide poisoning
  - b. carbon dioxide poisoning
  - c. hydroplaning
80. A Kentucky school bus driver must wear his/her seat belt when operating a school bus
- a. only when transporting children
  - b. always
  - c. never

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**(MULTIPLE CHOICE)**

81. The reason you never shift gears while crossing railroad tracks is because of
- a. the time it takes to shift the gears
  - b. your attention is diverted from the outside of the bus
  - c. the fact that a vehicle is most likely to stall when shifting gears
82. The driver shall not transport adult employees of the board or any person not employed by the board unless he receives written permission from the
- a. superintendent
  - b. school board
  - c. principal
83. A Kentucky school bus driver must have a minimum of \_\_\_\_\_ vision in each eye, with or without corrective lenses.
- a. 20/80
  - b. 20/30
  - c. 20/40
84. Basic transportation of non-handicapped students is
- a. required by law
  - b. not required by law
  - c. proportionate to the enrollment scale of the district
85. ABS stands for
- a. airbags, brakes, steering
  - b. airway, breaks, shock
  - c. anti-lock braking system
86. Each Kentucky school bus must receive a safety inspection
- a. every 14 days
  - b. monthly
  - c. every 3 months
87. Kentucky school bus drivers must have a physical every
- a. year
  - b. two years
  - c. four years

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**(MULTIPLE CHOICE)**

88. A Kentucky school bus driver must be tested for tuberculosis
- a. each year
  - b. never
  - c. at initial employment only
89. A LAB test performed during a pre-trip inspection stands for
- a. leaks, alarms, button
  - b. leaks, air supply, brakes
  - c. looseness, air, bulges
90. Yielding the right of way means
- a. slow down and proceed when light is green
  - b. allow the other person to go first
  - c. stop, look in all directions, go when clear
91. When approaching cyclists, give a short beep on horn at least how many feet prior to passing to warn them that you are near?
- a. 50
  - b. 100
  - c. 200
92. A school bus driver should periodically check the speedometer (gauges). This should occur about every \_\_\_\_\_ seconds.
- a. 5
  - b. 12
  - c. 20

**FILL IN THE BLANKS WITH THE CORRECT ANSWER(S)**

93. The loading of students is broken down in to four (4) categories. These are:

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94. Students who must cross the roadway cross \_\_\_\_\_ to \_\_\_\_\_ feet in front of the bus.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**FILL IN THE BLANKS WITH THE CORRECT ANSWER(S)**

95. The safest and best steering technique for school bus drivers to use is called \_\_\_\_\_.
96. Parking is prohibited within \_\_\_\_\_ feet of a fire hydrant.
97. In Kentucky, all school bus drivers should adhere to the motto "SAFETY \_\_\_\_\_, \_\_\_\_\_ SECOND."
98. A pentagon (five-sided) shaped sign tells you there is a \_\_\_\_\_ ahead.
99. A diesel engine should run at least \_\_\_\_\_ minutes before it is shutdown.
100. The \_\_\_\_\_ mirrors show the front of the bus.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**100 QUESTION TEST**  
(EACH QUESTION IS WORTH ONE (1) POINT IN ITS TOTALITY)

**ANSWER KEY**

The answer key is only released to KDE endorsed trainers.



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# **SCHOOL BUS DRIVER DATA SHEET**

(MAKE COPIES AS NEEDED)

**CIRCLE ONE:**

DELETE

1, 2, 3, 4, 5 6 & 9

ADD

1, 2, 3, 4, 5, 6, 7, & 10

CHANGE/UPDATE

1, 2, 3, 4, 5, 6, 8 & 10

DISTRICT NAME: \_\_\_\_\_

DRIVER INSTRUCTOR SIGNATURE: \_\_\_\_\_

1 LAST NAME	2 FIRST NAME	3 MI	4 SSN #	5 LICENSE #	6 DOB MM-DD-YY	7 CERT DATE MM-DD-YY	8 ANNUAL UPDATE MM-DD-YY	9 TERM DATE MM-DD-YY	10 CDL EXP DATE MM-YY

**FORM MUST BE SIGNED - PLEASE PRINT LEGIBLY**

**FAX OR MAIL TO PUPIL TRANSPORTATION, CPT, 500 MERO STREET, FRANKFORT, KY 40601-1972**

**VEHICLE OPERATION**  
**DRIVING EXERCISE GRADING REPORT**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**DRIVER REVIEW II**

**\*\*TO BE COMPLETED WITHIN TWENTY (20) TO THIRTY (30) DAYS OF COMPLETION  
 OF DRIVER REVIEW I (CERTIFICATION) TWO-HOUR MINIMUM REQUIREMENT.\*\***

<b>SKILLS TESTED</b>		<b>PASS</b>	<b>FAIL</b>	<b>COMMENTS</b>
A.	Seat belt fastened			
B.	Proper use of the turn signals.			
C.	Speed for conditions			
D.	Knowledge of all bus component/controls			
E.	Orderly and regimented mirror usage			
F.	Proper hand positioning on steering wheel			
G.	Acceptable two-point turnabout			
H.	Proper following distance - 4 seconds (5 seconds over forty miles per hour)			
I.	Continuous visual scanning			
J.	Proper foot positioning			
K.	Good posture			
L.	Loading and unloading steps followed in sequence (100% accuracy of all steps required for this activity)			
M.	Railroad negotiation			
N.	Openness to criticism and suggestions			
O.	All students signaled			
P.	All students counted when entering/exiting the bus.			
Q.	Students seated when bus is in motion.			
R.	Hand of hand steering technique used exclusively			

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# COMMONWEALTH OF KENTUCKY DEPARTMENT OF EDUCATION

## \_\_\_\_\_ County Public Schools

*This is to certify that*

\_\_\_\_\_

has demonstrated his/her ability to apply all the knowledge and skills gained in the Kentucky School Bus Driver Training Program  
with the following proficiency ratings:

CURRICULUM AREA	PROFICIENCY RATING	TRAINING HOURS
Law and Regulations . . . . .	_____	_____
Driving Fundamentals . . . . .	_____	_____
Care and Maintenance . . . . .	_____	_____
Critical Situations . . . . .	_____	_____
Accident and Emergency Procedures . . . . .	_____	_____
Pupil Management . . . . .	_____	_____
First Aid . . . . .	_____	_____
Special Education Transportation . . . . .	_____	_____
Extra Curricular Transportation . . . . .	_____	_____
Vehicle Operation . . . . .	_____	_____
Vehicle Control at Speed . . . . .	_____	_____
Bus Route Identification . . . . .	_____	_____
Driver Review I . . . . .	_____	_____
Driver Review II . . . . .	_____	_____
Driver Review III. . . . .	_____	_____
_____ Instructor		_____ Driver
_____ School Superintendent		_____ Transportation Director

# COMMONWEALTH OF KENTUCKY DEPARTMENT OF EDUCATION

## Independent Public Schools

*This is to certify that*

has demonstrated his/her ability to apply all the knowledge and skills gained in the Kentucky School Bus Driver Training Program  
with the following proficiency ratings:

CURRICULUM AREA	PROFICIENCY RATING	TRAINING HOURS
Law and Regulations . . . . .	_____	_____
Driving Fundamentals . . . . .	_____	_____
Care and Maintenance . . . . .	_____	_____
Critical Situations . . . . .	_____	_____
Accident and Emergency Procedures . . . . .	_____	_____
Pupil Management . . . . .	_____	_____
First Aid . . . . .	_____	_____
Special Education Transportation . . . . .	_____	_____
Extra Curricular Transportation . . . . .	_____	_____
Vehicle Operation . . . . .	_____	_____
Vehicle Control at Speed . . . . .	_____	_____
Bus Route Identification . . . . .	_____	_____
Driver Review I . . . . .	_____	_____
Driver Review II . . . . .	_____	_____
Driver Review III . . . . .	_____	_____

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Driver

\_\_\_\_\_  
School Superintendent

\_\_\_\_\_  
Transportation Director

### **DRIVER REVIEW III SCORE SHEET**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SKILLS TESTED		PASS	FAIL	COMMENTS
A.	Seat belt fastened			
B.	Proper use of the turn signals.			
C.	Speed for conditions			
D.	Knowledge of all bus component/controls			
E.	Orderly and regimented mirror usage			
F.	Proper hand positioning on steering wheel			
G.	Acceptable two-point turnabout			
H.	Proper following distance - 4 seconds (5 seconds over forty miles per hour)			
I.	Continuous visual scanning			
J.	Proper foot positioning			
K.	Good posture			
L.	Loading and unloading steps followed in sequence (100% accuracy of all steps required on this activity)			
M.	Railroad negotiation			
N.	Openness to criticism and suggestions			
O.	All students signaled			
P.	All students counted when entering/exiting the bus.			
Q.	Students seated when bus is in motion.			
R.	Student/Driver relationships			
S.	Bus atmosphere			
T.	Acceptable condition of bus			
U.	Pre-Trip Inspection			
V.	Post-trip Inspection			
W.	Check for children and articles before leaving the bus.			
X.	Hand over hand steering technique used exclusively			

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## PROPER SCORING OF ALL SCHOOL BUS DRIVER APPLICANTS

The scoring of a Kentucky School bus driver applicant is a multifaceted endeavor. While each Driver Training Instructor has the 610 point guidelines to go by, Pupil Transportation desires to leave the Driver Training Instructor the flexibility to use their own judgement when scoring driver applicants. With this in mind, an instructor must understand all areas of grading. This section is divided into two basic grading modes. One is strictly fixed or objective, while the other is more flexible or subjective. Your goal as a Driver Training Instructor is to be as fixed or objective as possible. When operating on this premise, personal opinion or favoritism is removed.

### **PART I OF THE GRADING IS AS FOLLOWS:**

**FIXED --- 80% OVERALL SCORE NEEDED TO PASS ---PLUS 80% ON EACH SECTION**

	POINTS POSSIBLE	PASSING SCORE
A. 100 QUESTION TEST (STEP 32)	100	80
B. INTERVIEW (STEP 2)	50	40
* THE FOLLOWING IS PERFORMED DURING VEHICLE AT SPEED*		
C. DEFUNCT/FAULTY BUS	50	40
D. BACK UP	50	40
E. DIMINISHING CLEARANCE	50	40
F. RIGHT TURN	25	20
G. STRAIGHT LINE	50	40
H. SERPENTINE	35	28
I. OFFSET ALLEY	50	40
J. RAILROAD	60	48
K. STOP LINE	15	12
L. STUDENT PICK-UP	75	60
<b>TOTAL</b>	<b>610</b>	<b>488</b>

**NUMBER OF QUESTIONS****NUMBER CORRECT TO  
REACH 80% MINIMUM**

5	4
6	5
7	6
8	7
9	8
10	8
11	9
12	10
13	11
14	12
15	12
16	13
17	14
18	15
19	16
20	16
21	17
22	18
23	19
24	20
25	20
26	21
27	22
28	23
29	24
30	24
31	25
32	26
33	27
34	28
35	28
36	29
37	30
38	31
39	32
40	32
41	33
42	34
43	35
44	36
45	36
46	37



**NUMBER OF QUESTIONS****NUMBER CORRECT TO  
REACH 80% MINIMUM**

47	38
48	39
49	40
50	40
51	41
52	42
53	43
54	44
55	44
56	45
57	46
58	47
59	48
60	48
61	49
62	50
63	51
64	52
65	52
66	53
67	54
68	55
69	56
70	56
71	57
72	58
73	59
74	60
75	60
76	61
77	62
78	63
79	64
80	64
81	65
82	66
83	67
84	68
85	68
86	69
87	70
88	71
89	72
90	72

**NUMBER OF QUESTIONS****NUMBER CORRECT TO  
REACH 80% MINIMUM**

91  
92  
93  
94  
95  
96  
97  
98  
99  
100

73  
74  
75  
76  
76  
77  
78  
80  
80  
80